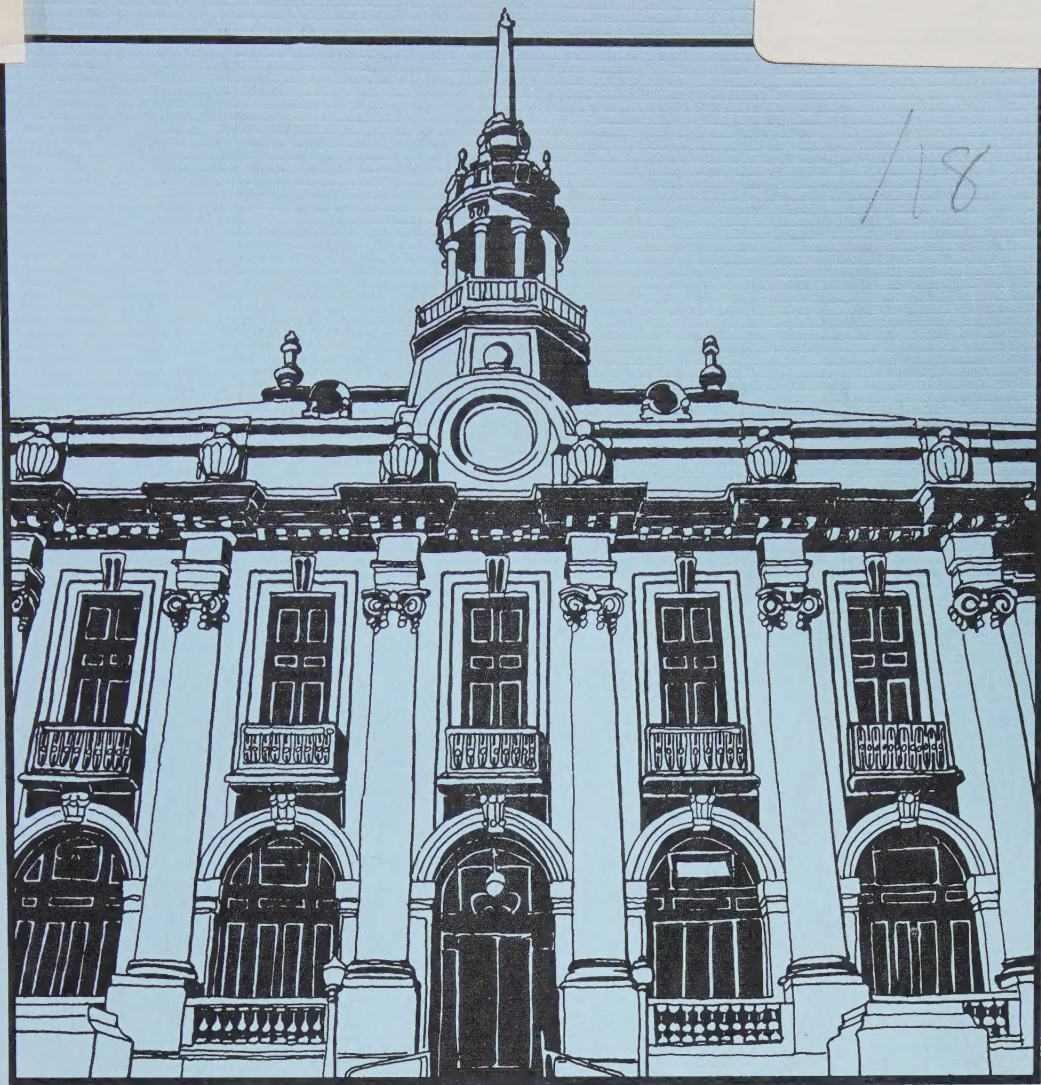


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COUNCILMEMBER FELLER



BERKELEY

The Changing Profile of a City

1970 - 1979

A DECADE OF AFFIRMATIVE ACTION

BERKELEY

THE CHANGING PROFILE OF A CITY

1970 - 1979

A DECADE OF AFFIRMATIVE ACTION

Prepared by

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March 1981

ACKNOWLEDGEMENTS

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CITY OF BERKELEY AFFIRMATIVE ACTION PROFILES: 1969 AND 1979

CITY OF BERKELEY

AFFIRMATIVE ACTION PROFILE BY SALARY CATEGORIES*December 1969

MONTHLY SALARY ANNUAL SALARY	TOTAL NO. EMPLOYEES	MALE	FEMALE	WHITE	BLACK	ASIAN	SPANISH SURNAME	AMERICAN INDIAN
\$ 417 - 749/mo. OR \$5,004 - 8,988/yr.	384	228 59%	156 41%	170 44.5%	179 47%	24 6%	9 2%	2 .5%
\$ 750 - 999/mo. OR \$9,000 - 11,988/yr.	442	414 94%	28 6%	385 87%	39 8.8%	9 2%	8 2%	1 .2%
\$ 1,000-1,249/mo. OR \$12,000-14,988/yr.	135	93 69%	42 31%	126 93%	6 4%	1 .8%	1 .8%	1 .8%
\$1,250-1,499/mo. OR \$15,000-17,988/yr.	37	36 97%	1 3%	37 100%	-- --	-- --	-- --	-- --
\$ 1,500-1,749/mo. OR \$18,000-20,988/yr.	5	4 80%	1 20%	5 100%	-- --	-- --	-- --	-- --
\$ 1,750/mo. and up OR \$21,000/yr. and up	17	16 94%	1 6%	16 94%	1 6%	-- --	-- --	-- --

GRAND TOTAL: 1,020 791 229 739 225 34 18 4
78% 22% 72.6% 22% 3% 2% .4%

December 1979

MONTHLY SALARY ANNUAL SALARY	TOTAL NO. EMPLOYEES	MALE	FEMALE	WHITE	BLACK	ASIAN	SPANISH SURNAME	AMERICAN INDIAN
\$ 834 - 1,166/mo. OR \$10,008-13,992/yr.	250	45 18%	205 82%	94 38%	114 46%	26 10%	16 6%	-- --
\$ 1,167 - 1,499/mo. OR \$14,004-17,988/yr.	288	177 61%	111 39%	82 29%	168 58%	23 8%	15 5%	-- --
\$ 1,500 - 1,833/mo. OR \$18,000-21,996/yr.	376	294 78%	82 22%	215 57%	103 27.5%	33 9%	23 6%	2 .5%
\$1,834 - 2,166/mo. OR \$22,008-25,992/yr.	166	131 79%	35 21%	115 69%	40 24%	6 4%	4 2.4%	1 .6%
\$ 2,167 - 2,499/mo. OR \$26,004-29,988/yr.	38	31 82%	7 18%	29 77%	5 13%	2 5%	2 5%	-- --
\$ 2,500/mo. and up OR \$30,000/yr. and up	30	24 80%	6 20%	23 77%	5 17%	2 6%	-- --	-- --

GRAND TOTAL: 1,148 702 446 558 435 92 60 3
61% 39% 48.7% 38% 8% 5% .3%

*Career and benefitted employees only. Hourly paid employees (seasonal, intermittent, and temporary) are not included in this profile.

City of Berkeley

AFFIRMATIVE ACTION PROFILE BY SALARY CATEGORIES*

DECEMBER 1969

*Career and benefitted employees only. Hourly paid employees (seasonal, intermittent, and temporary) are not included in this profile.

MONTHLY SALARY ANNUAL SALARY	TOTAL NO. EMPLOYEES	MALE	FEMALE	WHITE	BLACK	ASIAN	SPANISH SURNAME	AMERICAN INDIAN
\$ 417 - 749/mo. OR \$5,004 - 8,988/yr.	384	228 59%	156 41%	170 44.5%	179 47%	24 6%	9 2%	2 .5%
\$ 750 - 999/mo. OR \$9,000 - 11,988/yr.	442	414 94%	28 6%	385 87%	39 8.8%	9 2%	8 2%	1 .2%
\$ 1,000-1,249/mo. OR \$12,000-14,988/yr.	135	93 69%	42 31%	126 93%	6 4%	1 .8%	1 .8%	1 .8%
\$1,250-1,499/mo. OR \$15,000-17,988/yr.	37	36 97%	1 3%	37 100%	-- --	-- --	-- --	-- --
\$ 1,500-1,749/mo. OR \$18,000-20,988/yr.	5	4 80%	1 20%	5 100%	-- --	-- --	-- --	-- --
\$ 1,750/mo. and up OR \$21,000/yr. and up	17	16 94%	1 6%	16 94%	1 6%	-- --	-- --	-- --

GRAND TOTAL:	1,020	791	229	739	225	34	18	4
		78%	22%	72.6%	22%	3%	2%	.4%

City of Berkeley

AFFIRMATIVE ACTION PROFILE BY SALARY CATEGORIES*

DECEMBER 1979

*Career and benefitted employees only. Hourly paid employees (seasonal, intermittent, and temporary) are not included in this profile.

MONTHLY SALARY ANNUAL SALARY	TOTAL NO. EMPLOYEES	MALE	FEMALE	WHITE	BLACK	ASIAN	SPANISH SURNAME	AMERICAN INDIAN
\$ 834 - 1,166/mo. OR \$10,008-13,992/yr.	250	45 18%	205 82%	94 38%	114 46%	26 10%	16 6%	-- --
\$1,167 - 1,499/mo. OR \$14,004-17,988/yr.	288	177 61%	111 39%	82 29%	168 58%	23 8%	15 5%	-- --
\$1,500 - 1,833/mo. OR \$18,000-21,996/yr.	376	294 78%	82 22%	215 57%	103 27.5%	33 9%	23 6%	2 .5%
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\$ 2,167 - 2,499/mo. OR \$26,004-29,988/yr.	38	31 82%	7 18%	29 77%	5 13%	2 5%	2 5%	-- --
\$ 2,500/mo. and up OR \$30,000/yr. and up	30	24 80%	6 20%	23 77%	5 17%	2 6%	-- --	-- --

GRAND TOTAL:	1,148	702	446	558	435	92	60	3
		61%	39%	48.7%	38%	8%	5%	.3%

THE AFFIRMATIVE ACTION DECADE: 1970-1979

INTRODUCTION

The years spanning the nineteen sixties and seventies will most certainly be recorded as eventful and even turbulent by those who chronicle the history of Berkeley. It was the decade of the seventies, however, which wrought the most dramatic and far-reaching changes in the City's own administrative structure with the implementation of Affirmative Action and the City's commitment to the creation of an open personnel system designed to provide all members of the community with an opportunity to participate equally in the delivery of services to Berkeley's citizens.

As we enter a new era, it appears appropriate to assess the total impact of Affirmative Action in the City of Berkeley, to review the highlights of those ten important years, the significant changes they have brought about in the daily lives of City employees, and finally, to render some observations and recommendations for the decade of the eighties.

To provide an overview of the decades' personnel activities, departmental organization profiles of December 31, 1969 and December 31, 1979 were developed which include all job classifications, salaries by top step, as well as race and sex statistics. Each department's historical comparison is preceded by a narrative section highlighting the specific changes in that department and identifying particular achievements or problems. It should be noted, however, that due to the numerous and significant City-wide departmental reorganizations which occurred during this time, the current (1979) organization structure does not always parallel that of ten years ago. To accommodate for this, the 1969 data is sometimes divided by major divisions and aligned with the current (1979) organization in order to facilitate comparisons. While we are interested in analyzing individual departments and identifying specific progress or difficulties, the emphasis and overall objective of this study is to trace the entry, mobility, and status of minorities and women in the City of Berkeley work force as a whole and to focus on the major changes in the entire classification and personnel system which have taken place in this relatively short span of time.

THE AFFIRMATIVE ACTION DECADE: JANUARY 1970 - DECEMBER 1979

The process involved in preparing this report, the researching and gathering of the data from the 1969 files and documents in the Personnel Department, was in itself revealing of the many changes which have occurred in the decade under review. In 1969, the Affirmative Action Report or "The Study of Racial Origins of Berkeley Employees, 1969" as the annual reports were called at that time, cited employee data by job classification and race only, not sex. The first Affirmative Action survey which identified

the women in the City's work force was conducted in 1971 prior to and in conjunction with the development and adoption of the Affirmative Action Plan in 1972.

In 1969, the City was not required to maintain statistics, nor to implement "Affirmative Action," a phrase as yet unborn. Even the categories used to designate racial identification in the voluntary system, i.e., Negro, Oriental, Latin American, Caucasian and Other, as opposed to the current Black, White, Asian, Hispanic/Raza/Chicano and American Indian, are indicative of the changes in perception and reality which have taken place in American society.

The "Racial Origin Surveys" conducted prior to 1971 and as far back as 1961, were not computerized nor was the data collected the result of self-identification. Instead, the information was prepared by individual department personnel, who not infrequently engaged in guesswork in attempting to categorize their employees' racial identities. This process accounts for the sizeable number of employees coded as "other" in those early years. While it is true that some administrators openly accepted the responsibility of tracking ethnic statistics in their work force to monitor "integration" progress, there is no doubt that a majority of management and supervisory personnel were uncomfortable with this function, uncertain about how to accomplish the task, fearful about actually acknowledging racial differences and race-related issues in the work force and our society in general.

Given the routinized manner in which race and sex statistics as well as other personal data are gathered and used today, the self-identification procedure on all employment application forms, and the endless official reports and surveys completed for a multitude of purposes which all require employee race and sex information, it is ironic to recall that what is now accepted as routine, was a rather sensitive and volatile issue just ten years ago. On the other hand, we should also note that Berkeley was one of the few governmental entities in the United States which maintained a work force racial data information system prior to 1970.

While the decade of the sixties will be recorded in history books as an active Civil Rights period, the full impact of this political and social movement was not felt by employers, and specifically local governments, until the early seventies, at which time passive and ineffective "Integration" efforts were replaced by aggressive and substantive "Affirmative Action Plans." The "Racial Origin Survey of Berkeley Employees" conducted in 1969, the statistics from which were used to develop the profiles of this report, is reflective of the token integration characteristic of this period, even in Berkeley. At first glance, the number of minorities in the City's work force appears impressive and would seem to speak well of this communities' commitment to equal employment opportunity. Upon closer scrutiny the all too common pattern of

discrimination and segregation emerges. The overwhelming majority of non-White employees were located in the Public Works and Services Departments, employed in the lowest paying occupations, i.e., Refuse Collector, Janitor, Laborer, etc. An insignificant number of minorities were to be found in the skilled trade classifications, and a few isolated individuals were employed as professionals in the Recreation and Health Departments, the occupational areas more readily accessible to minority employees at that time. Only one Department Head position was occupied by a non-White, the Director of Social Planning, a Black man who was appointed to head a department established as recently as 1968 in response to the demands of the Federal War on Poverty programs.

Similarly, in the public safety departments, minority representation was extremely poor and confined totally to the entry level rank. In the Police Department, only 10 of the 140 Patrol Officers (at that time called Patrolman) were minority, 8 Black, 1 Hispanic, and 1 American Indian. In Fire, 11 of the 90 Firefighter positions were filled by minority employees, 9 Black, 2 Hispanic. In neither department did minority representation extend beyond the beginning rank. The Auditor, Planning and Legal Departments were totally non-minority as were the administrative and professional staffs of almost all other City departments.

As previously indicated, in 1969, women were not even counted in the Affirmative Action reports and their role in the work force in the City of Berkeley was reflective of their role in the American labor market as a whole. The 1969 profile shows women confined to the traditional clerical support positions, and the professional areas of Nursing and Recreation. There are no women in the protective services (Police and Fire), the skilled trades, in department head positions (with the exception of the elected Auditor), and very few women supervisors or middle-managers.

What a different world the December 1979 Affirmative Action Report reveals! Every department in the City reflects minority representation at all salary levels, of the 13 City department heads, 6 are women, and of those, 2 are minority women. In addition, the Chief of Police is a Black man and, although, not reflected in the December statistics, in February 1979, the City's first permanent Black City Manager resigned after a three year term, to accept a higher administrative position in Washington, D.C., while the second Black man to serve as City Attorney in this decade, became the Acting City Manager until September, 1979. Minorities and women are found at every professional, technical, supervisory, and middle-management level, minorities are occupying a large number of positions in the skilled trades, and even women are employed as Painters, Gardeners, Groundskeepers, and Janitors. In the Fire Department, 29 of the 73 entry level Firefighters are minority and some non-White representation is to be found in the higher ranks, i.e., 3 Apparatus Operators, 1 Lieutenant, 1 Captain, 1 Fire Marshall. In the Police Department, upward mobility for minority

men resulted in a Black Police Chief, a minority Captain, Lieutenant, 4 Sergeants, while of the 117 entry level Patrol Officers, 43 are minorities, and 11 are women.

In the clerical and secretarial classification series, minorities are now represented at all salary levels, and men are not only employed as Account Clerks and Typists, but are also enforcing parking regulations as Parking Enforcement Representatives, positions formally restricted to women only, who, in 1969, were graced with the title of "Meter Maid."

Of course, the most obvious question to be answered now is "What special and particular events took place in Berkeley during this decade which resulted in the dramatic difference in the work force, as reflected in the 1969/79 profiles?" For the answer, we must look to many sources, within and outside Berkeley including, but not limited to the following:

1. The social and political climate in America in general, in Berkeley in particular, the result of the 1950/60 Civil Rights and other social and political reform movements.
2. The impact of large Federal and State funded social service, health, housing, anti-poverty, unemployment, and job training programs such as Model Cities, OEO, HUD, EEA, PSE, CETA, to name but a few, which required local governments to comply with guidelines and regulations mandating target community participation in both program planning and development and the delivery of services in order to obtain and retain revenues.
3. The implementation of the Civil Rights Act of 1964, Title VII, the Equal Employment Opportunity Act of 1972, related legislation and landmark Supreme Court decisions such as Griggs vs. Duke Power Company. The establishment of a Federal and State compliance and monitoring system, the Fair Employment Practices Commission (FEPC) and the Equal Employment Opportunity Commission (EEOC).
4. A socially and politically responsible and committed City Council, which, already in 1969 was racially and sexually representative, together with a responsive City administration.
5. A multitude of dedicated and interested community and special interest groups whose members were committed to changing Berkeley's administrative system to facilitate the access and participation of women and minorities, and who willingly contributed endless amounts of time, energy, and expertise to bring about such a change.
6. A progressive and responsible Personnel Board also representative of the total community in 1969.

7. The adoption (1972) of a formal and comprehensive Affirmative Action Plan with total responsibility for the implementation of the plan vested in the Personnel Department to assure the effective integration of all elements of the Affirmative Action program with all aspects of the Personnel system.

The most notable achievement to evolve from the interplay of the above mentioned forces, was the development, adoption, and implementation of the City of Berkeley Affirmative Action Plan by the City Council in July 1972. During the two years preceding the actual adoption of the plan, hundreds, if not thousands, of hours were spent by members of the Personnel Board, City Council Task Forces and Special Sub-Committees, Personnel Department staff, representatives of community special interest and professional groups and organizations who volunteered their time, in countless public hearings, workshops, data gathering, surveys and the preparation and discussion of at least 10 to 15 different drafts of proposed Affirmative Action plans. The continuous and at times emotional and intense interactions which took place between citizens, staff, and political representatives in this two year process left no one who participated untouched or unchanged. Indeed, it is possible to conclude that this educational period was almost as important as the formal adoption of the plan itself, which was, in its original form, to experience a relatively brief life span.

As the substance and form of various proposed Affirmative Action plans were being debated in 1970, the staff of the Personnel Department began the momentous task of adapting the City's personnel system to the new realities and challenges of the seventies.

All job descriptions were methodically reviewed to eliminate non-job related qualification requirements and other artificial barriers to the employment of women and minorities, such as non-validated physical requirements, unnecessary certificates and licenses, and age and sex restrictions. Where possible and appropriate, provisions for qualifying on the basis of education and/or experience were substituted for the previous "education only" requirements prevalent for many positions, and the types of qualifying experience were expanded. The amount of experience and/or education required was carefully analyzed, a review which resulted in many changes, since it was not unusual at the time to require more years than were actually necessary to perform a given job effectively.

The actual testing process, including written, performance, physical agility, and oral examinations, received close examination and scrutiny. In 1971, the Personnel Department suspended the administration of the written aptitude and general intelligence tests which had been in use for many years to screen Police Officers and Firefighters and were also used quite indiscriminately to test applicants for other general administrative and specialized positions. To find suitable replacements, the City joined forces with other public institutions, consulting centers

and test consortiums, in a comprehensive effort to develop valid and job related testing devices not only for Police and Fire classifications, but for all positions in the public sector.

The structure of all oral examination panels was examined. Beginning in 1970, great efforts were made to assure minority and female representation on all interview boards, and, when the nature of the position warranted, to involve representatives from specific community groups or related City Boards or Commissions in the task of examining and rating prospective job applicants. The longstanding practice of including City staff from both the Personnel Department and other City offices on the interview boards also ceased in 1970, and beginning in 1971, all boards consisted of outside panelists in order to assure objectivity and fairness.

The Personnel Department's mailing lists for the distribution of job announcements were reviewed and greatly expanded to include as many minority and women's organizations as possible, including all schools and colleges, community and professional organizations, and even social and religious groups. Also added to the list were organizations involved in the placement of older women returning to the work force (displaced homemakers), veteran groups, the disabled and senior citizen groups. Specialized and comprehensive state-wide, and even nation-wide mailing lists were developed for each occupational field, i.e., Health, Engineering, Senior Programs, Recreation, Finance, Legal and Planning.

The employment application form itself underwent a total revision, and questions regarding age, marital status, arrest records, etc., were eliminated. On the other hand, a new method for obtaining personal information required by Federal and State agencies was implemented by the use of a tear-off section. This area does ask applicants to provide specific information about age, race, sex, etc., which is then used to measure the success of Affirmative Action efforts, to identify areas of weakness, and to track the supply of available candidates in the work force.

While the "mechanics" of the personnel system were being examined, analyzed, and greatly altered to develop a more equitable, and in fact, more professional and realistic examination, testing and placement process, special program areas were also receiving close attention to determine why little, if any, minority participation was apparent. For example, the City of Berkeley was unique among cities and counties in its sponsoring of three summer camps at Echo Lake near Tahoe, Tuolumne in Yosemite, and Cazadero, a nationally renowned music camp located on a beautiful site near the Russian River. These three camps had provided annual summer jobs for young people between the ages of 15-21 for many years. However, a study of the camps employment program in 1970/71 revealed that a majority of these desirable summer jobs had traditionally been filled with non-minority young men and women the majority of whom were also non-Berkeley residents. In 1972, the recruitment and placement for

summer camp jobs was changed, with first preference given to Berkeley youth, and special emphasis on the participation of minority teens.

Similarly, an analysis of the City based summer and year-around recreation programs revealed that the employment of minorities was restricted to certain neighborhood recreation centers and program activities. Few minorities were employed at the Live Oak Center in North Berkeley, and no minority youngsters participated in the spring and summer swimming programs. As a result, special efforts were begun in 1971/72 to assure minority participation in all programs and activities, and at all neighborhood facilities in the City.

The Library's large non-career work force, which in 1969/70 consisted of almost 200 substitute intermittent, seasonal and part-time employees, who were paid an hourly rate, was with almost no exception, non-minority. Following the Library's inclusion in the City personnel system in 1971, and the completion of a Library-wide classification study, the Library Board of Trustees accepted and implemented recommendations which resulted in the creation of additional full-time and permanent career benefitted positions, thereby providing additional employment opportunities to minorities, and the development of a special recruitment and outreach program designed to hire minority students as substitutes and intermittents.

In retrospect, it is not a little ironic that beginning in 1965, with the influx of federal employment and summer youth training programs, large sums of money were expended in projects such as the Neighborhood Youth Corps, while at the same time, the City's own youth dominated employment programs were still excluding young minority men and women from participation.

While the Library and Recreation Departments were implementing changes in their part-time and seasonal work programs, the Police Department, traditionallly staffed only by full-time career personnel, took the initiative as early as 1963/64 and established two programs designed specifically to encourage young minority men in high school and college to consider Police work as an occupation. In 1967, the Police Aide program in high school was created to provide after school, part-time employment opportunities in the Police Department to young men between the ages of 17-19, and in approximately 1965, the Personnel Board and City Council established the Police Trainee classification, designed for prospective Police Officers, enrolled in college or university, who had not yet completed the two year college requirement necessary for appointment to a full-time Police Officer position in Berkeley. Police Trainee assignments were limited to 20 hours per week, and Trainees were paid an hourly rate. Both the Aide and Trainee programs (which in the seventies were expanded to include young women) were extremely successful as a vehicle for bringing minorities and women into the Berkeley Police Department.

The establishment of entry or trainee classifications was of course not

limited to the Police Department. A cursory review of the City's Position Ordinance will reveal that a significant amount of Personnel Department staff time in the mid-seventies was allocated primarily to the restructuring of the classification system, an ongoing and comprehensive part of the Department's annual work program which encompassed almost all occupational groups. The clerical and secretarial classification series, which in 1969 consisted of 3 levels, was restructured into a 5 classification career ladder, the top levels providing entry into a variety of para-professional and professional positions such as Assistant Administrative Analyst and Accounting Technician.

Para-professional and bridge classifications, for the most part non-existent in 1969, were created in large numbers to provide entry and promotional opportunities into fields previously under-represented by women and minorities. In addition to increasing such participation in the work force, the establishment of para-professional classifications has also been extremely cost effective, resulting in a more limited use of professionals and highly paid specialists. This process has resulted in the employment of large numbers of Police Service Assistants in the Police Department, and the replacement of Firefighters in the Fire Communications Center, with Fire Communication Dispatchers. Throughout the City, para-professionals are employed as Accounting Technicians, Community Health Workers and Specialists, Animal Health Technicians, Mental Health Workers, Psychiatric Technicians, Senior Service Assistants and Library Technicians.

Entry level opportunities for minorities and women were also increased through the creation of trainee classifications such as Assistant Building and Housing Inspector, Housing Eligibility Worker, Community Health Aide, Electrician Helper and Trainee, Engineering Technician and Trainee, Building Maintenance Trainee, Gardener Trainee, Tree Topper and Computer Operator Trainee.

The classification structure of traditional professional occupational series was also reviewed, and many career series were expanded to provide greater staffing flexibility to managers and supervisors, and to increase career growth and promotional opportunities for employees. To that end, the classification series for Planners, Attorneys, Personnel Analysts, Nurses, Nurse Practitioners, Social Workers, Mental Health Clinicians, Engineers, Librarians, Accountants, Auditors, Building and Housing Inspectors, to name but a few, were all restructured and broadened. The establishment of the Administrative Analyst classification series, which ranges from Assistant to Departmental Administrative Officer, is widely used in the City, replacing the one of a kind Administrative Assistant classification which existed in 1969 and was restricted for use only in the City Manager's Office. This general administrative series has provided an unique opportunity for many women in the City, who now occupy positions in this classification, but previously held clerical and secretarial jobs.

Expanded opportunities for women in Berkeley's work force were not confined to job restructuring but were also the result of other comprehensive policy and organizational changes in which the City of Berkeley pioneered. Preceding Federal law by many years, the City of Berkeley, in 1973, adopted a very liberal parental leave policy enabling parents of a newborn or legally adopted child to take up to one year of leave including the use of accumulated sick and vacation leave. In a related area, Berkeley was one of the first municipalities in the country to implement Flextime in 1974, allowing employees in many departments to adjust workdays to accommodate family, educational, and transportation needs. And, as early as 1971/72, Berkeley had created a career, part-time employment program, providing permanent and benefitted, but less than full-time, employment opportunities to many. While the largest number of career part-time positions are located in the Library and Health Departments and Senior Programs, the total number of permanent part-time positions in Berkeley fluctuates between 70 and 90, or between 7% and 8% of the work force including both men and women and consisting of a variety of classifications, including Police Officers, Planners, Engineering Technicians, Laborers, Personnel Analysts, Typists and Stenographers, and Accountants.

As early as 1973, Berkeley introduced, what is currently known as the controversial, much debated, and litigated concept of "comparable worth," the idea of "equal pay for jobs which require comparable skills, effort or responsibility." An independent study initiated by the Assistant Director of Personnel comparing the skills and abilities required for clerical positions held by women, with several classifications traditionally held by men, but at higher salary ranges, resulted in a Personnel Board recommendation to the City Council which provided a special equity adjustment of 2½% to all clerical employees (over 150) in addition to the regular cost of living that year. As a result, City of Berkeley clerical employees became the highest paid clerical workers in the State for a number of years.

It is thus fair to conclude that Berkeley assumed national leadership not only in the specific area of Affirmative Action and Equal Employment Opportunity, but was a pioneer among public employees in the development of policies and the implementation of programs giving rise to "new ways to work" which affected not only minorities and women, but all members of the work force, young and old, male and female, minority and non-minority, and permanently and significantly altered the landscape of the working environment.

The changes which took place in the working lives of Berkeley employees in the decade of the seventies were also influenced by the 1969 passage of the Meyers-Milias Brown Act, legislation enabling public employees in California to unionize and bargain (meet and confer) with their employers on matters of wages, hours, and working conditions. Berkeley employees were among the first in the State to take advantage of the opportunity to organize, and as early as winter 1969/70, approximately 14 bargaining

units had been established by the Personnel Board, which included almost two thirds of the work force, and which fell into six major representation categories; Berkeley Police Association (BPA), Berkeley Firefighters Association (BFFA), United Public Employees Local 390 (UPE), Service Employees International Union Local 535 (SEIU), International Brotherhood of Electrical Workers Local 1245 (IBEW), and American Federation of State, County and Municipal Employees (AFSME). The Memoranda of Agreements entered into with Berkeley's employee organizations between 1970 and 1979 all include provisions supporting the City's Affirmative Action program.

As mentioned earlier, the formal and very comprehensive Affirmative Action Plan which evolved from a two year community-staff-City Council effort, was officially adopted in July 1972. The plan endured in its original form for less than two years. Almost immediately upon adoption, it became the subject of controversial litigation in 1973, which resulted in a permanent injunction (1974) prohibiting the City from implementing those provisions of the plan pertaining to selective certification and appointment based on numerical sexual and racial under-representation and the establishment of numerically specific goals and timetables.

It is interesting and noteworthy that the very elements in the Berkeley Plan declared illegal by the court in 1973/74, have in subsequent years been imposed on other private and public employers throughout the country by judicial mandate, i.e., hiring on the basis of quotas and timetables and race/sex specific ratios. Thus, the decision against Berkeley in 1974 and recent court imposed quota and percentage employment programs, i.e., San Francisco Police Department, is symbolic of the confusion which surrounds so much Affirmative Action and EEO litigation, and the ambiguous and oftentimes contradictory decisions rendered by the courts in this sensitive and potentially explosive area.

The critical test for Berkeley's Affirmative Action program came much later, in the summer of 1978, when Berkeley, together with cities, counties and school districts throughout California was forced, for the first time in its history, to layoff a large number of its permanent career employees due to the fiscal constraints imposed by the Jarvis/Gann Tax Initiative, popularly known as Proposition 13. The threatening refrain of "last hired, first fired" was frequently heard and debated that year throughout the state, and unfortunately the terrible reality embodied in that phrase was experienced by many minorities and women as layoffs in the public sector took their toll. Berkeley's experience that year was different. Although a sizeable number (more than 50) career employees were terminated, transferred, and demoted, the Affirmative Action hiring and promotion initiated in 1970 bore fruit in 1978. Berkeley proved to be the only public entity in California which suffered no adverse impact due to Proposition 13 mandated layoffs. Minorities and non-minorities, men and women were terminated in equal

numbers, and the layoffs cut across all salary ranges, including department heads. While these results were partly due to a flexible placement provision incorporated into the 1977 adopted layoff policy which is based on a total seniority concept, and includes City-wide retreat and bumping rights, the lack of adverse impact was primarily due to the hiring and promotion of women and minorities which took place in the eight years preceding the layoff, during which time minorities and women became an integral part of Berkeley's work force, garnering sufficient seniority themselves to withstand the onslaught of a reduction in force.

While we have focused on the successes of Affirmative Action in Berkeley, it should not automatically be assumed that these years of dramatic change were without problems and some turmoil. Mistakes were made, errors in judgment occurred, misunderstandings took place, and individual employees, both line and supervisory/management personnel in all departments suffered some anxiety, frustration and the natural fear of the new and the unknown.

Perhaps the most serious mistake in its immediate and long term effects, occurred prior to the Griggs vs. Duke Power Company Supreme Court decision, when Berkeley suspended the use of written testing devices for a variety of classifications without providing adequate substitute testing mechanisms. The unfortunate result of this decision, which lasted for a brief period of time, was the appointment of a number of employees (minority and non-minority) who ultimately were unable to perform the duties for which they had been employed, necessitating eventual termination and/or other costly negative actions. While the incidents were relatively few, and the problem of developing job related and validated screening and testing techniques was soon resolved, the experience had sufficient negative impact to convince everyone involved that realistic qualification standards and testing devices are a very necessary and desirable employment screening tool, and that in general, and whenever possible, important policies and procedures should not be arbitrarily eliminated or discarded unless interim or new mechanisms are available for immediate substitution. Suffice it to say that change has its price, and the far-reaching and comprehensive changes which were transforming Berkeley's work force during this decade did not come about without some anguish and pain.

SUMMARY

In summing up the decades' personnel activities it is hoped that these pages have captured in some small measure, the significant events of this critical ten year period in the City of Berkeley, that we have demonstrated to those many individuals in the larger Berkeley community,

past and present, as well as City staff, current and past, who dedicated their energies and talents to the creation of a working environment free of bias, in which all members of the community could participate and share equally, that their vision of a more equitable and just system has been partially realized. We hope that the documentation presented also testifies to the fact that large scale organizational change is possible, provided, of course, the necessary and key ingredients are present.

If we were required to identify the three most critical elements responsible for changing the profile of Berkeley's work force, we would be obligated to cite the following:

1. Active participation, commitment, and representation from all segments of the community, together with the establishment of institutions and mechanisms guaranteed to assure continuous participation and monitoring.
2. The total commitment of the policy-making body, i.e., City Council and key administrative staff, City Manager, Department Heads, and Division Chiefs.
3. Vesting responsibility for Affirmative Action in the Personnel Department to assure the total integration of Affirmative Action with all aspects of the personnel system.

And what about the decade of the eighties, which has already been characterized as a period of lowered expectations, during which it will be necessary to rise to the challenges presented by a scarcity of resources? The most recent Affirmative Action Report, July 1980 - December 1980, together with the brief departmental abstracts which follow leave no doubt about the objectives and goals which have already been defined for us by the profiles and statistics themselves, specifically, achieving full participation of minorities and women at the highest salary levels and more equitable and even distribution of men, women, and minorities in all occupational categories.

The former task will be the more difficult, for women in particular, given the traditional structure of cities, and the fact that the largest number of higher salaried positions in the City of Berkeley also are located in the safety and maintenance services, Police, Fire, and Public Works, where it is not likely, nor realistic, to expect to find women in sizeable numbers holding higher rank positions in the immediate future. Some additional representation can be achieved through a restructuring of these departments and the "civilianization" of positions whose functions may be purely administrative and fiscal. However, such reorganization also has its limits, given the functional responsibilities of the Fire and Police Departments in particular. Upward movement even among minority men, indeed minority and non-minority men, will take place at a slower rate than might have occurred during the seventies, in

view of the fiscal constraints and the reductions in services confronting the public sector throughout the country.

Nevertheless, in considering the accomplishments of the recent decade, there is no reason to believe that Berkeley will not rise to the challenges of the eighties, the foremost of which should be the elimination of "Affirmative Action" by January 1, 1990. As the current decade draws to a close, the idea of equal employment opportunity should have become such an integral part of the personnel system and the work force so representative at all levels and in all categories, that the concept itself should be properly relegated to history with the last and final Affirmative Action Report dated December 1989.

#

CITY DEPARTMENTAL COMPARISONS AND ANALYSES

AUDITOR'S DEPARTMENT

The major change in the Auditor's Department during the past ten years has been the professionalization of the staff. Previously, the elected Auditor supervised a department dominated by intermediate level clerical employees. Currently, the staff includes Accountants and Auditors, as well as higher level clerical positions which symbolize the continuing job restructuring process in which the City is engaged. Black and male employees have generally been under-represented in the Auditor's Department.

The recent (1981) appointment of a Black male to the newly created position of Deputy Auditor for Payroll Management and the development and use of para-professional and professional level positions constitute the most significant Affirmative Action achievements in this Department.

		WHITE	BLACK	ASIAN	HIS- PANIC	AM. IND.	TOTAL
		M	F	M	F	M	F
Officials & Administrators:							
\$2809	Auditor		1				1
Professional:							
1901	S/A Internal Auditor Specialist			1			1
1524	S/A Administrative Assistant		1				1
1524	Accountant-Internal Auditor			1			1
Office & Clerical:							
1299	Senior Account Clerk		2				2
1157	Intermediate Account Clerk		5			1	6
TOTALS:		9		1	1	1	11
GRAND TOTAL:							12

COMPREHENSIVE PLANNING DEPARTMENT

While the Planning Department appears to have remained relatively unchanged over the decade, prior to the passage of Proposition 13 the Department did have a larger and more representative staff. During the era of the Master Plan revision, additional professionals and para-professionals were hired, including both Blacks and Asians. Due to the lack of turnover among the older top staff and a reduction in departmental size, the 1979 staffing pattern reflects little progress at the professional and administrative levels. Black employees are now represented in clerical positions and a Black female is in a newly created para-professional position of Zoning Technician. In addition, the Planner series has been expanded to now include Assistant, Associate and Senior levels, providing a career ladder for incumbent employees.

The recent (1981) appointment of a Black male to the position of Urban Design Planner is a first step toward achieving permanent minority representation among the professional staff, the Planning Department's major Affirmative Action objective for the decade of the eighties.

PLANNING 1969

COMPREHENSIVE PLANNING 1979

	WHITE		BLACK		ASIAN		HIS- PANIC		AM. IND.		TOTAL		WHITE		BLACK		ASIAN		HIS- PANIC		AM. IND.		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Administrators:													Officials & Administrators:											
\$2000 Director of Planning	1								1				\$3500 Director of Planning	1									1	
1286 Assistant Director of Planning	1								1				2324 Zoning Officer	1									1	
1224 Zoning Officer	1								1				Professional:											
Professional:													2115 Senior Planner	1	1							1	1	
1255 Urban Design Planner	1								1				1880 Associate Planner	1								1		
1058 Assistant Planner	1	1							1	1			Technician:											
Technician:													1390 S/A Zoning Technician			1							1	
735 Planning Illustrator			1							1			Office & Clerical:											
Office & Clerical:													1299 Secretary		1								1	
700 Senior Stenographer Clerk		1								1			1105 Intermediate Typist Clerk			2							2	
619 Intermediate Stenographer Clerk		2								2														
TOTALS:	5	5							5	5			TOTALS:	4	2	3							4	5
GRAND TOTAL:									10				GRAND TOTAL:										9	

CITY CLERK'S DEPARTMENT

The City Clerk's Department has remained relatively unchanged over the decade, with a predominately female and clerical work force. The mid-seventies restructuring of three positions to the senior level provided some opportunities for upward mobility and has lessened the gap between the clerks and the administrative staff. While the City Clerk's Department was formerly a division of the Finance Department, it achieved department status in 1975.

There has been no turnover in the top two positions during the decade, thus Affirmative Action objectives have been limited to achieving representation at the lower salary levels. Males have generally been under-represented in this Department.

CITY CLERK DIVISION 1969
(Of Finance Department)

CITY CLERK 1979

	WHITE		BLACK		ASIAN		HIS- PANIC		AM. IND.		TOTAL		WHITE		BLACK		ASIAN		HIS- PANIC		AM. IND.		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Administrators:													Officials & Administrators:											
\$1084 City Clerk		1								1			\$3075 City Clerk		1									1
790 Deputy City Clerk		1								1			2268 Deputy City Clerk		1									1
Office & Clerical:													Office & Clerical:											
619 Int. Steno Clerk		1								1			1299 Senior Clerk		1									1
590 Int. Typist Clerk		1		1						2			1299 Senior Steno Clerk		1			1						2
													1157 Intermediate Steno Clerk		2		1		1					4
TOTALS:		4		1						5			TOTALS:		6		1		2					9
GRAND TOTAL:										5			GRAND TOTAL:											9

CITY MANAGER'S DEPARTMENT

The City Manager's Department has increased dramatically in size over the decade, from the 1969 total of 6 career employees to the current 100. This growth is partially due to the absorption of recreation and social programs previously under the jurisdiction of the abolished departments of Recreation and Parks and Social Planning, and a conceptual change in the City Manager's Department from one of a purely traditional administrative structure. The major programmatic divisions now include Administration and Budget, Senior Programs, Recreation (Parks, Playgrounds, Camps, Young Adult Project (YAP), Police Review, Comprehensive Employment and Training Act (CETA) and Youth Employment Service (YES). In the statistical display for 1969, the former Recreation Division and Social Planning Department are listed along with the City Manager staff to facilitate current comparisons.

It is interesting to note that while in 1969 the City Manager's immediate staff consisted entirely of White males, the Recreation Division and Social Planning Department were the two divisions in the City employing the greatest number of women and minorities (predominately Black) in professional and administrative positions. Recreation and social programs were the two areas into which women and Blacks had made some limited inroads by the late sixties. This pattern has not changed significantly, although the 1979 profile reflects a high representation of minorities and women at all levels in the social program areas now under the City Manager's Department. The clerical situation has shown outstanding improvement in terms of representation of minorities in all salary ranges.

The higher level classifications, as shown on the chart as of December 1979, are skewed, since current staff members were serving in an "acting" capacity between permanent Managers. However, it is symbolic of the City's progress that both the former and present City Managers are Black males, as is the current chief Assistant to the Manager. It is also significant that a number of women have held the title of Assistant to the City Manager, the third highest position on the City Manager's immediate administrative staff. Asians and Hispanics have not made significant progress in this Department and are not only few in total number, but are not represented in any of the higher level positions. A recent (fall 1980) change in this area is reflected by the promotion of an Asian male to the position of Financial Management Specialist in the City Manager's immediate administrative office.

CITY MANAGER'S DEPARTMENT (Continued)

Most of the classifications in this Department did not exist 10 years ago, including the large array of positions in Senior Programs, Youth Employment Services (YES) and the more recently created administrative support and financial management classifications. Many of the positions in the Senior Programs are filled with career part-time staff, thereby providing permanent, benefitted employment options for those who seek less than full-time work. Ten (10) years ago, part-time positions were few in number, paid hourly, were unbenefitted and offered no job security. The increased availability of part-time permanent jobs has provided employment opportunities for older men and women, whose work in Berkeley's growing Seniors Division has greatly contributed to the success of this vital program.

CITY MANAGER 1969
RECREATION DIVISION OF REC & PARKS
SOCIAL PLANNING

CITY MANAGER 1969

																				HIS-		AM.																																																									
																				WHITE	BLACK	ASIAN	PANIC	IND.	TOTAL											WHITE	BLACK	ASIAN	PANIC	IND.	TOTAL																																						
																				M	F	M	F	M	F	M	F	M	F											M	F	M	F	M	F	M	F																																
Officials & Administrators:										Officials & Administrators:																																																																					
CM																																																																															
\$2500	{	City Manager								1																																																																					
2375		Asst. City Manager								1																																																																					
1453		Asst. to the City Manager								1																																																																					
Rec																																																																															
1875	{	Director of Rec & Parks								1																																																																					
1286		Recreation Supt.								1																																																																					
1058		Sr. Rec. Supv.								1	1	1																																																																			
1166	Community Arts Director								1																																																																						
Soc. Plan.																																																																															
1775	{	Director of Social Planning																																																																													
914		Sr. Citizen Center Director									1																																																																				
Professionals:										Professional:																																																																					
CM																																																																															
887	{	Administrative Analyst								1																																																																					
936		Recreation Supervisor								1	1	2	1	1																																																																	
849/771		Sr. Rec Leader/Rec Leader								2	2	1																																																																			
Soc. Plan.																																																																															
983	{	Neighborhood Consultant								1																																																																					
											1																																																																				
Office & Clerical:																																																																															
CM																																																																															
829	{	Sec'y to City Manager																																																																													
700		Senior Steno. Clerk									1																																																																				
Rec																																																																															
700	{	Sr. Steno Clerk								1																																																																					
700		Sr. Account Clerk								3																																																																					
619		Int. Steno Clerk								1																																																																					
619	{	Int. Account Clerk								1																																																																					
590		Int. Typist Clerk								3																																																																					
590		Art Center Clerk								1																																																																					
Soc. Plan.																																																																															
700	{	Sr. Steno Clerk																																																																													
619		Int. Steno Clerk									1	1																																																																			

CITY MANAGER 1979

[illegible]

FINANCE DEPARTMENT

The profile of the Finance Department in 1969 represents the classic segregated employee distribution pattern. White males held all administrative, division chief, financial, collection, purchasing and skilled craft positions; White females occupied the lower, non-professional jobs in computer operations and clerical support functions; and Black employees were concentrated in the service and maintenance areas of warehousing and parking operations.

The 1979 Finance Department presents an entirely different picture. The three division chiefs responsible for purchasing, parking, and collections are Black males, a White female is Chief Accounting Officer, and other staff include a Black female Assistant Parking Supervisor, Black male and Hispanic male Parking Meter Mechanics (skilled craft), Asian male Assistant Director of Finance, three Asian Associate Accountants, and two Hispanic Parking Enforcement Representatives. Three males now hold Parking Enforcement Representative positions, a classification which in 1969 was restricted to women, and then only to those women who met height, weight, and appearance requirements which had been modelled upon airline stewardess standards!

In 1969, all 12 of the Intermediate Account Clerks in the Finance Department were White females, as were all Intermediate and Senior Account Clerks throughout the City in all departments. Breaking this pattern in the accounting clerical classifications was a difficult but major Affirmative Action achievement. Currently, all minorities are represented in this career group at all levels throughout the City. The office and clerical employees in general are now well balanced racially, although slower progress is being made with respect to appointment of men to Typist and Secretarial positions.

FINANCE 1969 *

*Excluding City Clerk
Division

	WHITE		BLACK		ASIAN	HIS- PANIC	AM. IND.	TOTAL
	M	F	M	F	M	F	M	F
Officials & Administrators:								
\$1526 Assistant Dir. of Finance	1						1	
1384 Data Processing Supv.	1						1	
1255 Purchasing Agent	1						1	
983 Parking Supervisor	1						1	
1166 Tax & License Administrator	1						1	
Professionals:								
959 Asst. Real Property Agent	2						2	
959 Senior Buyer	1						1	
870 Buyer		1						1
1058 Budget Analyst	1						1	
Technicians:								
829 Senior Computer Operator		1						1
717 Computer Operator		2						2
Skilled Craft Worker:								
735 Sr. Parking Meter Repairman	1						1	
700 Parking Meter Repairman	1						1	
Service and Maintenance:								
753 Asst. Park. Supv.			1				1	
650 Sr. Parking Attendant			1				1	
590 Parking Attendant	1		6				7	
Protective Service Worker:								
619 Parking Enforcement Rep.		2		5				7
Paraprofessional:								
\$ 849 Supv. Field Collector	1						1	
753 Field Collector	2						2	
Office & Clerical:								
700 Sr. Steno Clerk		1						1
700 Sr. Account Clerk					1			1
619 Int. Acct. Clerk		12						12
590 Int. Typist Clerk		1						1
634 Offset Dupl. Mach. Opr.	1	1					1	1
604 Key Punch Operator		1			1	1		3
619 Stock & Mail Clerk			2	1				3
562 Parking Lot Cashier				1				1
TOTALS:	16	22	10	6	1	2	1	27 31
GRAND TOTAL:								58

FINANCE 1979

	WHITE		BLACK		ASIAN	HIS- PANIC	AM. IND.	TOTAL
	M	F	M	F	M	F	M	F
Officials & Administrators:								
\$3500 Director of Finance	1							1
2679 Assistant Director of Finance					1			1
2268 Chief Accounting Officer		1						1
2217 Purchasing Agent		1						1
2066 Parking Supervisor		1						1
1872 S/A License & Collection Supv		1						1
Professionals:								
1748 Real Property Agent	1							1
1710 Senior Buyer	1							1
1560 Buyer	1			1				1 1
1793 Associate Accountant					1	2		1 2
2066 Programmer Analyst	1							1
Technicians:								
1524 Senior Computer Operator		1						1
1328 Computer Operator		2						2
Skilled Craft Worker:								
1283 Parking Meter Mechanic			1					1
1283 S/A Parking Meter Mechanic						1		1
Service and Maintenance:								
1618 Assistant Parking Supv.				1				1
1212 Sr. Parking Attendant			1					1
1128 Parking Attendant	2		3					5
Protective Service Worker:								
1168 Parking Enforcement Rep.		2	2	5		1	1	3 8
1168 S/A Parking Enforcement Rep.				1				1
Paraprofessional:								
\$1524 Accounting Technician			1					1
1363 Field Representative	2							2
1363 Real Property Clerk		1						1
Office and Clerical:								
1299 Senior Account Clerk		1						1
1157 Intermediate Account Clerk	1	2	1	3		1		2 6
968 Account Clerk	1		1	2	1	2		3 4
1299 Senior Clerk		1				2		3
1105 Intermediate Typist Clerk				1				1
1157 Sr. Offset Machine Operator			1					1
1183 Offset Machine Operator						1	1	1 1
1157 Data Entry Operator		1				1	1	3
1212 Machine Bookkeeper		1		1				2
1157 Stock and Mail Clerk	1		2					3
TOTALS:	12	14	15	15	3	8	3	3 40
GRAND TOTAL:								73

FIRE DEPARTMENT

Minority representation in the Berkeley Fire Department in 1969, which at that time was staffed by 184 uniformed personnel and 3 clerical employees, was limited to 11 entry level Firefighters, 9 Black and 2 Hispanic males. The 1979 statistics for the entry level rank reflects a different profile. More than one third (29) of the 73 men occupying the classification of Firefighter, are minority, of whom 19 are Black, 4 Asian, and 6 Hispanic. Substantive progress in achieving representation in the higher ranks has come more slowly, primarily because of the tradition to promote from within, but also because reductions in staff during the decade have decreased rapid promotion opportunities for everyone in the Department. Nevertheless, the 1979 figures reveal that 3 Black males are Fire Apparatus Operators, with 3 additional Black males in positions of Captain, Assistant Fire Marshall and Lieutenant.

A major organizational and classification change took place in the Fire Department in 1974 with the civilianization of the Fire Communications Center, which also served to increase minority and female representation in this Department.

Although women achieved eligibility on the most recent Firefighter eligible list established by the City in 1977, no woman has yet been appointed. Achieving better minority representation in the upper ranks is the most overriding objective for the 1980's Fire Department, as is Black representation in the clerical section of the administrative division.

FIRE 1969

FIRE 1979

	WHITE			BLACK			ASIAN			HIS- PANIC			AM. IND.			TOTAL		
	M	F		M	F		M	F		M	F		M	F		M	F	
Officials & Administrators:																		
\$2200 Fire Chief	1																	
1384 Deputy Fire Chief	2																	
1255 Assistant Fire Chief	6																	
1111 Deputy Fire Chief	1																	
1032 Asst. Fire Marshal	1																	
1084 Fire Capt. (Fire Alarm)	1																	
Professional:																		
1084 Fire Captain (Training)	1																	
Technician:																		
914 Fire Prevention Inspector	3																	
Protective Service Worker:																		
1058 Fire Captain	12																	
1007 Fire Lieutenant (Training)	1																	
983 Fire Lieutenant	23																	
914 Fire Apparatus Opr./Engr.	38																	
870 Fireman	80																	
983 Fire Mechanician	1																	
Office & Clerical:																		
700 Sr. Acct. Clerk	1																	
619 Inter. Steno Clerk	1																	
619 Inter. Acct. Clerk	1																	
TOTALS:	171	3	9							2	2		2			184	3	
GRAND TOTAL:																187		
Officials & Administrators:																		
\$3850 Fire Chief																		
2776 Deputy Fire Chief																		
2398 Assistant Fire Chief																		
2175 Deputy Fire Marshal																		
1940 (Prov.) Assistant Fire Marshal																		
2175 Fire Captain (Fire Alarm)																		
Professional:																		
2175 (Prov.) Fire Captain (Training)																		
Technician:																		
1758 Fire Prevention Inspector																		
Protective Service Worker:																		
1990 Fire Captain																		
1940 Fire Lieutenant (Tr./EMS)																		
1848 Fire Lieutenant																		
1717 Fire Apparatus Operator																		
1635 Firefighter																		
Paraprofessional:																		
1524 Accounting Technician																		
Office & Clerical:																		
1305 Fire Communications Dispatcher																		
1299 Secretary																		
1157 Intermediate Account Clerk																		
1105 Intermediate Typist Clerk																		
TOTALS:	104	5	26	2	4	4	6						1			141	11	
GRAND TOTAL:																152		

HOUSING AND DEVELOPMENT DEPARTMENT

The Housing and Development Department was established in the mid-seventies with Community Development Block Grant Funds (CDBG), simultaneously absorbing the former Inspection Services Department. As early as 1969, a few significant strides had been made in the City of Berkeley in the restricted building trades area, with the appointment of 2 Black Housing Inspectors, a Black Financial Advisor, and a female Assistant Housing Representative, who represented the City's first attempt to establish a para-professional or "bridge" classification into a technical trade.

The Housing and Development Department has a very successful Affirmative Action record, beginning with a Black female as Department Head (now shown in the statistical profile because at the time the report was in preparation, she was serving as Acting Assistant City Manager), Hispanic and Asian division chiefs, and increased Black representation in the professional and technical jobs related to housing and building.

Other important appointments in this Department include an Hispanic Planner, a Black female Leased Housing Supervisor, two White female Financial Advisors, two female Housing Inspectors (including one Asian), and two male Intermediate Typist Clerks. The Building/Housing Inspector series has twice been extended and broadened to create new classifications. The Affirmative Action gains in these classifications are in part due to the success of the career entry-level trainee classification established years ago, as well as the CETA program which was effectively used to provide entry and training to women and minorities.

The range of office and clerical positions in this Department is indicative of the breadth and levels of opportunities now available to clerical employees in the City of Berkeley, many of whom have been promoted to the para-professional positions listed and into professional positions such as Administrative Analyst or specialized Housing Authority positions.

The challenge for the Housing and Development Department in the decade of the eighties will be to bring more women into the higher level administrative positions of the Department.

INSPECTION SERVICES 1969

HOUSING AND DEVELOPMENT 1979

	WHITE		BLACK		ASIAN		HIS- PANIC		AM. IND.		TOTAL		WHITE		BLACK		ASIAN		HIS- PANIC		AM. IND.		TOTAL
	M	F	M	F	M	F	M	F	M	F			M	F	M	F	M	F	M	F	M	F	
Officials & Administrators:																							
\$1775 Dir. of Inspec. Servs.	1									1			\$2650 Acting Dir. of Hous. & Dev.	1									1
1286 Asst. Dir. of Inspec. Servs.	1									1			2554 Chief Codes & Inspections	1									1
1195 Code Enforcement Proj. Coord.	1									1			2554 Chief Housing Authority	1									1
													2436 Chief Conservation & Dev.					1					1
													2268 Chief Program Planning				1						1
													1880 S/A Dept. Admin. Officer			1							1
													1880 S/A Section 23 Coordinator	1	1								1
													1972 S/A Housing Inspec. Supv.	1									1
													2066 Housing Information Officer	1									1
													2066 Housing Rehab. Project Coord		1								1
													1971 S/A Pilot Rehab. Proj. Supv		1								1
													1880 S/A Muni. Loan Proj. Coord.	1									1
													1972 Supv. Build. & House. Insp.	1									1
													1872 Tenant Relations Supervisor		1								1
													1872 Leased Housing Supervisor			1							1
													1835 Sr. Bldg. Mtce. Mech. Supv.		1								1
Professional:													Professional:										
1255 Plan Checking Engineer	1									1			2322 Plan Checking Engineer	1									1
1111 Design Advisor	1									1			1880 Associate Planner						1				1
959 Financial Advisor			1							1			1872 Associate Admin. Analyst		1								1
													1972 Design Advisor	2									2
													1793 Associate Accountant					1					1
													1752 Financial Advisor	1	2	1							2
													1635 Tenant Relations Advisor			1	3						1
													1635 Leased Housing Specialist	1					1				1
													1524 Assistant Admin. Analyst				2						2

INSPECTION SERVICES 1969

HOUSING AND DEVELOPMENT 1979

	WHITE		BLACK		ASIAN		HIS- PANIC		AM. IND.		TOTAL		WHITE		BLACK		ASIAN		HIS- PANIC		AM. IND.		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Technician:																								
\$1058 Sr. Housing Rep.	1										1												1	
983 Housing Rep.	13		2								15													
717 Asst. Housing Rep.	1	1									1	1												
Technician:																								
\$1880 Sr. Bldg. Insp. (Elec/Stuc/ Mech)	1																						1	
1835 Building Inspector	4		2																				6	
1835 Housing Inspector	4	1	3		1	1	1																9	2
Skilled Craft:																								
1544 Building Mtce. Mechanic			2		1	1																	4	
Paraprofessional:																								
1524 Accounting Technician	1																						1	
1299 Leased Housing Technician			2																				2	
1454 S/A Financial Advisor Trainee			1																				1	
Office & Clerical:																								
700 Sr. Steno Clerk				1							1												1	
619 Int. Steno Clerk		2		1							3												1	
619 Int. Acct. Clerk		1									1												2	
590 Int. Typist Clerk		2		1							3													
1454 Administrative Secretary	1																						1	
1454 Supervising Clerk II																1							1	
1299 Senior Stenographer Clerk																2							2	
1299 Senior Account Clerk	2																	1					3	
1299 S/A Senior Clerk Typist	1																						1	
1212 Machine Bookkeeper	1																						1	
1157 Housing Eligibility Worker	1	1	3																			1	4	
1157 Intermediate Steno Clerk	2		1															1					4	
1157 Intermediate Account Clerk	2																						2	
1105 Intermediate Typist Clerk	2	5	7																			2	12	
968 Account Clerk																		1					1	
925 Typist	1																						1	
TOTALS:	20	6	3	3							23	9											44	53
GRAND TOTAL:											32													97

LEGAL DEPARTMENT

The December 1979 profile does not accurately reflect the major changes which have occurred in the City Attorney's Department during this decade. Beginning with all White staff in 1969, the staffing pattern in the Legal Department within the last ten years has included two Black male City Attorneys, 2 Black women Acting City Attorneys, White women Associate Attorneys, Black male and female Deputy Attorneys, Asian men and women Assistant and Associate Attorneys, and as late as 1980, an Asian male Acting City Attorney.

The professional Attorney classification series has been expanded from two to four levels to increase promotion opportunities and provide greater staffing flexibility. More recently (1980), the Department created a para-legal position, using the City's Assistant Administrative Analyst classification, to which a White woman, formally a Secretary, has been promoted. In December 1980, the City Attorney position was filled by the appointment of a White woman.

LEGAL 1969

		WHITE		BLACK		ASIAN		HIS- PANIC		AM. IND.		TOTAL	
		M	F	M	F	M	F	M	F	M	F	M	F
Officials & Administrators:													
\$2275	City Attorney	1										1	
1564	Assistant City Attorney	1										1	
Office & Clerical:													
717	Senior Legal Stenographer		1										1
700	Senior Stenographer Clerk		1										1
619	Intermediate Stenographer Clerk		1										1
TOTALS:		2	3									2	3
GRAND TOTAL:												5	

LEGAL 1979

	WHITE		BLACK		ASIAN		HIS- PANIC	AM. IND.	TOTAL	
	M	F	M	F	M	F	M	F	M	F
Officials & Administrators:										
\$2900 Acting City Attorney	1								1	
2268 Acting Deputy City Attorney					1				1	
Professional:										
2268 Associate Attorney	1								1	
Office & Clerical:										
1487 Senior Legal Stenographer		1								1
1183 Intermediate Legal Stenographer		1							1	
1157 Intermediate Stenographer Clerk		1		1						2
TOTALS:										
	2	3		1	1				3	4
GRAND TOTAL:										
										7

LIBRARY DEPARTMENT

The personnel structure of the Library in 1979 bears little resemblance to the 1969 Library staffing organization. Prior to 1971, the Berkeley Library, which operates with considerable independence under a Library Board of Trustees, managed its own personnel system. Employment policies and practices were developed and administered in a rather informal and non-structured fashion.

In 1971, the Board of Library Trustees requested the City Personnel Department to assume total responsibility for the Library's personnel system, and to provide the Library Administration with the examination, classification, and related personnel management services available to all other City departments. In response to this, Personnel Department staff assisted the Library in developing a formal set of personnel rules and regulations and totally revised the classification system, by establishing a broader range of professional positions, developing a group of para-professional classifications, and increasing the number of career benefitted positions.

Up to 1971, the Library functioned with fewer career positions, using instead an exceedingly large number of temporary and substitute employees, who, upon closer examination, were found to be working regular full-time or half-time schedules, but without career benefits. The establishment of a sizeable number of part-time career positions accounts for the total staff size difference between 1969 (39 career employees) and 1979 (81). Throughout the decade, additional job classification studies have resulted in the expansion of career ladders and positions bridging clerical functions with professional jobs.

The reorganization of the Library personnel system and its relationship to the City Personnel Department also resulted in significant Affirmative Action achievements such as the appointment of a White woman Department Head, a Black male Assistant Director of Library Services, Black females in the position of Library Services Coordinator and Supervising Librarian, and numerous Asian and Black professional staff librarians. Minorities are not only well represented among the professional classifications, but throughout all the new para-professional, technical and career clerical positions. The Library Service still tends to be predominately female, especially in the professional and Library Assistant/Technical classifications, and Hispanic representation remains too low.

LIBRARY 1969

LIBRARY 1979

	WHITE		BLACK		ASIAN		HIS- PANIC		AM. IND.		TOTAL		WHITE		BLACK		ASIAN		HIS- PANIC		AM. IND.		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Administrators:													Officials & Administrators:											
\$1526 City Librarian	1										1		\$3300 Director	1										1
1111 Asst. City Librarian	1										1		2373 Asst. Director		1								1	
Professionals:													Professionals:											
1032 Librarian IV		2	1								1	2	2066 Library Services Coord.			1								1
936 Librarian III	1	4	1								2	4	1835 Supvg. Program Librarian		2									2
849 Librarian II	3	1									3	1	1674 Supvg. Librarian	1	3	1					1	2		4
771 Librarian I	1	3									1	3	1560 S/A Program Librarian		1									1
Skilled Craft:													1512 Senior Librarian	1	5		1		1				1	7
619 Senior Bookmender		1									1		1450 Librarian					1						1
562 Bookmender					1						1		1872 Assoc. Administrative Analyst	1										1
Service and Maintenance:													1793 Assoc. Accountant	1								1		
753 Janitor Maintenance Man			1								1		1835 Extension Services Coord.	1	1									1
576 Janitor	2		1								3		1549 Audio Visual Bkmb1. Spec.	1								1		
Office & Clerical:													Skilled Craft:											
735 Administrative Secretary		1									1		1145 Senior Bookmender		1									1
619 Library Assistant III		3	1		1						1	4	1058 Bookmender					1						1
562 Library Assistant II	3	2	1		2						3	5	1674 Building Maintenance Supvr.						1				1	
													Paraprofessional:											
													1512 Circulation Supervisor			1								1
													1232 Library Technician II	1	1							1		1
													1145 Extension Services Spec.	1										1
													1145 Library Technician I	2	6	1	3	1					4	9
													Office & Clerical:											
													1157 Intermediate Account Clerk	1				1						2
													1058 Library Assistant	2	12	2	1	3	3			4		19
													968 Account Clerk			1								1
													941 Library Aide	4	2	1	1	2				5		5
TOTALS:	12	17	5	1	4						17	22	TOTALS:	12	38	7	9	1	9	1	3	1	21	60
GRAND TOTAL:											39		GRAND TOTAL:										81	

MAYOR

In 1969, the Mayor's paid staff consisted of a part-time exempt Secretary. The 1979 report reflects a professional level Associate Administrative Analyst position filled by a Black woman who was promoted from a secretarial classification and a minority Senior Stenographer Clerk.

CITIZEN'S ASSISTANT

This position was created in the early seventies and is still occupied by the employee originally appointed.

MAYOR 1979

	WHITE		BLACK		ASIAN		HIS- PANIC	AM. IND.	TOTAL	
	M	F	M	F	M	F	M	F	M	F
Professional:										
\$1872 Associate Admin. Analyst			1							1
Office & Clerical:										
1299 Sr. Steno. Clerk			1							1
TOTAL:			2							2
<u>CITIZEN'S ASSISTANT 1979</u>										
Officials & Administrators:										
\$1872 Citizen's Assistant			1							
TOTAL:			1							1

PERSONNEL DEPARTMENT

In reviewing the staffing configuration of the Personnel Department during this decade, it is at least possible to conclude that the Department has attempted to "practice what it preaches," given the fact that the total responsibility for the implementation of Affirmative Action is located in this Department. Already in the late sixties minorities and women were being appointed to professional and administrative positions. The Black male Assistant Director in 1969 was the City's only Assistant Department Head, and was the second highest ranking minority in the City, after the Director of Social Planning. In 1972, the Assistant Director of Personnel position was filled by the promotion of a White woman. Through the seventies, the Personnel Department has been headed by two Black males as Director, followed by a White female in 1977.

The Assistant and Associate level professional positions have always been well balanced, both racially and sexually, and two of the current minority women professionals (1 Black, 1 Asian) were promoted from clerical positions. In 1967, the Personnel Analyst classification was expanded to include a Senior level to provide additional opportunity for advancement and job enrichment. In December 1979, there were 2½ Senior level positions, filled by 1 White male, 2 White women, all of whom have been with the Department for more than seven years. Currently, the department lacks sufficient male representation, which is primarily due to extremely slow turnover, and Proposition 13 mandated staff reductions, which resulted in the layoff of three professionals, 2 men and 1 woman.

Of additional significance is the fact that both women (1 Asian and 1 Black) who have been responsible for the Office Management function in the Personnel Department as Supervising Clerk) have been promoted from within, as have other Senior level clerical staff.

PERSONNEL 1969

PERSONNEL 1979

	WHITE	BLACK	ASIAN	HIS- PANIC	AM. IND.	TOTAL		WHITE	BLACK	ASIAN	HIS- PANIC	AM. IND.	TOTAL
	M	F	M	F	M	F		M	F	M	F	M	F
Officials & Administrators:							Officials & Administrators:						
\$1775 Director of Personnel	1					1	\$2425 Acting Director of Personnel	1					1
1224 Asst. Director of Personnel		1				1							
Professional:							Professional:						
							2373 S/A Supv. Personnel Analyst		1				
1007 Associate Personnel Analyst		1				1	2066 Senior Personnel Analyst	1	1				
790 Assistant Personnel Analyst		1				1	1872 Associate Personnel Analyst		1		1		
							1872 Safety & Training Coordinator	1					
Technician:							1524 Assistant Administrative Analyst			1			
735 Safety & Training Assistant	1					1	Office & Clerical:						
							1454 Supervising Clerk II			1			1
Office & Clerical:							1299 Senior Stenographer Clerk	1					1
700 Sr. Stenographer Clerk		1				1	1183 S/A Personnel Clerk			1			1
619 Intermediate Account Clerk		1		1		2	1157 Intermediate Account Clerk		1				1
590 Intermediate Typist Clerk			1			1	1105 Intermediate Typist Clerk	2	1				3
TOTALS:	2	3	2	1		4	TOTALS:	2	6	1	2		3
GRAND TOTAL:						9	GRAND TOTAL:						15

POLICE DEPARTMENT

The Berkeley Police Department has experienced dramatic changes during the decade under study. In 1969, minority representation in the department was limited to the entry level rank where 10 of a total of 140 uniformed "Patrolmen" were minority, 8 Black, 1 Hispanic, 1 American Indian. In 1979, 43 of the department's 113 entry level Patrol Officers are minority, 9 Asian, 9 Hispanic and 25 Black, and the Department is headed by a Black Police Chief. Minority representation has also improved slightly in the higher ranks, with the appointments of a Black Lieutenant, Captain, and 4 minority Sergeants.

In 1969, the Police Department employed 2 women, who although designated as "Policewoman," were appointed under different qualification standards, and did not serve as beat officers, but were assigned to the Juvenile Bureau to serve in a social worker capacity. The 1979 profile shows 11 women Patrol Officers in the Berkeley Police Department, all of whom were examined and tested on the same basis as the men hired in the Department, all of whom perform the same functions.

In 1969 the Department employed 8 women as Assistant Policewomen. This classification, which was abolished in the early seventies, was designated to function primarily as a clerical position, although the incumbents were sworn to enable them to perform occasional matron duties in the women's jail. As a substitute for this classification, and as part of a comprehensive job restructuring and civilianizing process, the para-professional classification of Police Service Assistant was established in 1969, to include Police support duties and functions as diverse as jailor, identification technician, property clerk, communication dispatcher, etc.

The subsequent use of this general classification has not only proven to be cost effective, but has been a successful vehicle for bringing more minorities and women into the Department. The 29 Police Service Assistants on the staff in December, 1979, are racially and sexually balanced, and the position continues to serve not only as a bridge between the clerical and professional Police classifications, but as a departmental entry opportunity for individuals interested in Police work who may not meet the qualifications for Patrol Officer, and as an eventual promotional opportunity for those who become qualified.

POLICE DEPARTMENT (Continued)

The clerical support operations in the Police Department have also undergone substantive changes, as the statistical profiles reveal. The 1979 staffing pattern reveals a secretarial/clerical career ladder, which has not only provided promotional and job enrichment opportunities to the women in the Police Department, but has also resulted in monetary savings, since many of the duties now performed by those higher level clerical and Assistant Administrative Analyst classifications were previously carried out by uniformed officers.

The Police Department's challenge in the next ten years consists of increasing minority and female representation at the higher ranks, and continuing the job restructuring and reorganization process begun in the seventies.

POLICE 1969

	WHITE		BLACK		ASIAN		HIS- PANIC		AM. IND.		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Administrators:												
\$2200 Police Chief	1										1	
1453 Police Captain	5										5	
Technician:												
1084 Identification Expert	1										1	
see 790 Poundmaster	1										1	
Public 650 Assistant Poundmaster	3										3	
Protective Service Workers:												
1286 Police Lieutenant	7										7	
1138 Police Inspector	10										10	
1286 Juvenile Bureau Director	1										1	
1138 Security Director	1										1	
1138 Special Investigations Director	1										1	
1084 Supv. of Jr. Traffic Police	1										1	
1084 Police Sergeant	25										25	
983/936 Sr. Patrolman/Patrolman	130	8					1		1		140	
983/936 Sr. Policewoman/Policewoman	1				1							2
735 Assistant Policewoman	7		1									8
Paraprofessional:												
650 Community Service Assistant			1	3							1	3
Office & Clerical												
619 Intermediate Steno. Clerk	4				1						5	
619 Intermediate Account Clerk				1							1	
See Public 590 Intermediate Typist Clerk	10		2		2				1		15	
Health 604 Pound Attendant					1						1	
Dept. 604 Key punch Operator					2						2	
TOTALS:												
	187	22	9	7		7	1		1	1	198	37
GRAND TOTAL:												
											235	

POLICE 1979

		WHITE		BLACK		ASIAN		HIS- PANIC		AM. IND.		TOTAL	
		M	F	M	F	M	F	M	F	M	F	M	F
Officials & Administrators:													
\$3850	Police Chief			1								1	
2631	Police Captain	3		1								4	
Professional:													
1872	Associate Administrative Analyst		1										1
Technician:													
1964	Identification Expert	1										1	
1423	Photographer							1				1	
Protective Service Workers:													
2328	Police Lieutenant	6		1								7	
2061	Police Inspector	10										10	
2061	S/A Security Director	1										1	
2061	Special Investigations Director	1										1	
1964	Acting Supv. of Jr. Traffic Police		1									1	
1964	Police Sergeant	17	4					1				22	
1779	Senior Patrol Officer	48	2	6		5		5				64	2
1695	Patrol Officer	17	7	17	2	4		4				42	9
1329	Asst. Patrol Officer		1									1	
Paraprofessional:													
1305	Police Service Assistant	4	6	6	8	1	2		2			11	18
Office & Clerical:													
1454	Administrative Secretary							1				1	
1454	Supervising Clerk II		1									1	
1299	Senior Stenographer Clerk				1							1	
1299	Senior Account Clerk		1									1	
1299	Senior Clerk							1				1	
\$1157	Intermediate Stenographer Clerk		2									2	
1157	Intermediate Account Clerk		1									1	
1105	Intermediate Typist Clerk		8		6		1		1			16	
1157	Data Entry Operator				2		1					3	
TOTALS:		108	30	37	19	10	6	11	3			166	58
GRAND TOTAL:													224

PUBLIC HEALTH DEPARTMENT

The Public Health Department in 1969 was predominantly White, although there was isolated minority representation among the professional classes of Nurse, Social Worker, and Sanitarian, and the office and clerical workers were better integrated than in most other departments at the time.

In 1979, we find the Department headed by its first minority and female (and Non-Medical) Director, an appointment made possible by a combination of many of the techniques used to accomplish Affirmative Action goals and objectives throughout the system. In this case, not only was the job description rewritten to accommodate a non-medical Chief, but contracts were reviewed, State agencies and staffing patterns reorganized to permit this change. Currently, there are several significant minority appointments to official and administrator positions, including Black and Hispanic Mental Health Program Supervisors, an Asian Senior Accountant, a Black Supervisor of Public Health Nurses and two Black Health Services Coordinators. All of these classifications, with the exception of the Nursing Supervisor, were established in the decade under review.

Among the greatest challenges in developing realistic job-related classification descriptions for Health Department positions has been the broadening of requirements to expand the recruitment base and the development of a cross-disciplinary approach. Historically, the Health Department has had highly specialized and narrow qualification requirements for a majority of its positions, including licensing and/or degree requirements which in many instances served as systematic barriers to the employment of minorities. By means of a complete rewriting of all job descriptions, the restructuring of positions, and the addition of many trainee, bridge, para-professional and cross-disciplinary classifications (an on-going endeavor over the past ten years), the City has been able to eliminate artificial requirements and achieve its Affirmative Action objectives. The result has been a large increase in the number of para-professional and technical positions in the Public Health Department, with good representation of women and minorities, and a more ethnically balanced professional staff.

Special attention has been given to the Mental Health Division, where all professional job classifications were revised, the Social Worker career ladder expanded, and para-professional Psychiatric Technician and Mental Health Worker classifications created. The Nursing series too has been expanded to include Practitioner levels for both Public Health Nurses and Registered Nurses. Indeed, Berkeley's Health Department was one of the first public health institutions to pioneer the

PUBLIC HEALTH DEPARTMENT (Continued)

Nurse Practitioner concept. Also classified and expanded were career ladders for Community Health Worker. These positions were the first entry into the Health Department for community para-professional workers, beginning in 1967; they were filled primarily with minorities, but were unclassified, hourly paid and unbenefitted. Since then, a career ladder has been created with the establishment of Community Health Worker, Community Health Worker Specialist and Women's Health Care Specialist, with training incorporated through both on-the-job experience and outside study. Another expanded series of positions has been created in the animal control operation, where for several years an Asian female (a former clerical employee) held the top post, after a revision of qualifications and the elimination of non-job related standards, enabled her to apply. The position is now held by a minority man.

While the ethnic distribution in the Health Department has improved considerably, the sexual distribution is still heavily female (92 women to 22 men). Women dominate the professional health classifications, especially the Social Worker and Nursing classifications, together with the clerical support positions. Significant non-traditional male appointments include an Asian male to Public Health Nurse and a White male to Intermediate Typist Clerk.

The challenge of the eighties in Berkeley's Health Department will be to provide greater opportunities to men and to increase minority representation in the higher level administrative classifications. A good beginning has been made with the recent (1981) appointment of a Black male as Chief of the Mental Health Division.

PUBLIC HEALTH 1969

	WHITE		BLACK		ASIAN		HIS- PANIC	AM. IND.	TOTAL	
	M	F	M	F	M	F	M	F	M	F
Officials & Administrators:										
\$2500 Director of Public Health	1								1	
2045 Asst. Health Officer (M & CH)	1								1	
1854 Asst. Health Officer (Disease Cont.)	1								1	
1350 Chief of PH Nursing Serv.		1								1
1255 P.H. Administrator	1								1	
1138 Chief of P.H. Educ.	1								1	
1854 MIC Proj. Director		1								1
1166 Supervisor of PH Nurses		3								3
Professional:										
2045 Supv. Psychiatrist	1								1	
1224 Clinical Psychologist		2								2
1084 Supervising Sanitarian	1								1	
1166 Supervising Psych. Soc. Worker		2								2
1058 Sr. Psych. Soc. Worker		3	1				1		2	3
1111 MH Educ. Consultant		1								1
1166 MH Nursing Consultant		1								1
1032 PH Social Worker		1								1
1032 Public Health Nurse		20		1		1				22
829 Registered Nurse		3		1						4
959 Sanitarian	3		1			1			5	
1032 PH Nutritionist		2								2
914 PH Statistician		1								1

PUBLIC HEALTH 1979

	WHITE		BLACK		ASIAN		HIS- PANIC	AM. IND.	TOTAL	
	M	F	M	F	M	F	M	F	M	F
Officials & Administrators:										
\$4275 Director of Public Health				1						1
3563 Asst. Health Officer (M&CH)	1									1
3236 S/A Asst. Health Officer (Disease Cont.)	1									1
2809 Chief of Mental Health Serv.	1									1
2164 Acting Chief of Public Health Nursing Services		1								1
2544 Mental Health Prog. Supv. B	1									1
2350 Chief of Environmental Health	1									1
2170 Mental Health Prog. Supv. A			1				1			2
2170 S/A Mental Health Prog. Supv. A.		1								1
2066 Senior Accountant						1				1
2066 S/A Senior Admin. Analyst		1								1
2066 Supv. of P.H. Nurses		1		1						2
1994 Health Services Coordinator			1	1						1
Professional:										
2079 Clinical Psychologist		1								1
1967 Supervising Sanitarian		1								1
1934 S/A Animal Services Supv.				1						1
1888 Nurse Practitioner (PHN)		4		1		1				6
1833 Mental Health Nurse		1								1
1828 Sr. Psych. Soc. Worker		1		1		1				3
1828 S/A Sr. Psych. Soc. Worker		1		1		1		1		4
1756 Public Health Nurse		6			1	2		1	1	10
1740 Public Health Nutritionist		1				1				2
1740 Public Health Educator				1						1
1679 Sanitarian		2								2
1484 S/A Community Health Nurse		1								1
1567 Public Health Statistician		1								1
1524 S/A Asst. Admin. Analyst		1								1
1502 Registered Nurse		1								1

PUBLIC HEALTH 1969

PUBLIC HEALTH 1979

	WHITE	BLACK	ASIAN	HIS- PANIC	AM. IND.	TOTAL		WHITE	BLACK	ASIAN	HIS- PANIC	AM. IND.	TOTAL					
	M	F	M	F	M	F	M	F	M	F	M	F	M	F				
Technicians:							Technicians:											
\$ 619 Graphic Artist Clerk		1				1	\$1512 Education Specialist	1					1					
650 Vector Controlman	1					1	1329 Graphic Artist	1					1					
590 Licensed Vocational Nurse		1				1	1252 Vector Control Technician	1	1			1	1					
							1252 Women's Health Care Spec.	1					1					
							1221 Animal Control Officer	2		1	1	3	1					
							1178 Licensed Psych. Technician		1				1					
							1178 Licensed Vocational Nurse		1				1					
							Paraprofessional:											
							1524 S/A Accounting Technician		1				1					
							1151 Mental Health Worker	1	2	1		1	3					
							1151 S/A Mental Health Worker		1				1					
							1151 Community Health Worker Spec		8		3	11						
							1008 Community Health Worker		2		3	5						
Office & Clerical:							Office & Clerical:											
700 Sr. Steno Clerk		1				1	1454 Administrative Secretary	1					1					
700 Sr. Account Clerk		1				1	1454 Supervising Clerk II	1					1					
619 Int. Steno Clerk		2	1	1		4	1157 Intermediate Steno Clerk	3	2	1		6						
619 Int. Account Clerk		2				2	1157 Intermediate Account Clerk	1	1			2						
590 Int. Typist Clerk		5	4			9	1105 Intermediate Typist Clerk	1	4	8	1	1	1	14				
485 Jr. Typist Clerk		1				1	968 Account Clerk	1	1	1			1	2				
TOTALS:	11	55	1	7	1	1	TOTALS:	13	37	4	36	4	8	1	10	1	22	92
GRAND TOTAL:						79	GRAND TOTAL:											114

PUBLIC WORKS DEPARTMENT

The City's maintenance operations in 1969, reveals the distribution pattern characteristic of that field. Few minorities were employed in administrative, supervisory, engineering, technical and skilled craft positions. The exceptions at the time consisted of three Black male Engineering Assistants, two Black male Electrician Helpers, two Black male Draftsmen, a Hispanic Civil Engineer, and a Mechanic classification of some representative employee distribution due to the recent creation of the Mechanic Helper classification.

The Services Department employed the largest group of Black males in the City, all located in refuse collection and janitorial services, although the refuse administration positions were filled by nonminority males.

In the Parks Division some changes were occurring with the employment of Blacks and Asians in the Gardener and Tree Trimmer classifications, again the result of Job restructuring, the creation of a Gardener Trainee classification. Of four Gardener "Foremen," three were minority. The Gardener Foreman classification was the highest salaried level line supervisory position held by any minority employee out of the 315 maintenance positions throughout these departments, with the exception of one Black Refuse Collection Supervisor. Two minorities in the three departments held professional positions, and women were restricted to clerical positions, only two of which were occupied by minority women.

The 1979 profile shows major improvements in many areas. Six minorities occupy positions classified as "Officials and Administrators," of which the most significant are two Black males as Public Works Maintenance Superintendent and Senior Public Works Supervisor, an Hispanic male as Senior Electrician Supervisor, an Asian male as Senior Civil Engineer.

Considerable progress is also reflected in the numerous positions classified as technicians and skilled craft workers, most of which reveal good minority representation throughout the varied occupational groupings. These changes resulted from rewriting job descriptions, modifying standards, providing pre-examination training, and/or expanding the career ladders, creating Trainee classifications, and conducting intensive, specialized recruitment and outreach programs.

PUBLIC WORKS DEPARTMENT (Continued)

In the mid-seventies, all job titles were reviewed to eliminate sexual reference and together with title consciousness, came an increased effort to recruit women into the maintenance and trade areas. Women now hold positions as Drafting Technician, Painter, Labor, Electrician Helper, Janitor, Gardener and Gardener Trainees. Recently (1980), the City hired its first woman journey level Auto Mechanic, as well as a female minority professional Engineer. Although the clerical area remains all female, the job classifications have been expanded and are generally ethnically balanced at all levels.

Public Works' challenge for the eighties will include the hiring and promotion of more women into non-traditional jobs and increasing the representation of women and minorities in professional, supervisory and administrative positions throughout the Department. This task will not be easy, in view of the general staff reductions also experienced by this Department during the seventies, resulting in 251 career employees in 1979, a sizeable cut from the 1969 staff of 315 permanent employees.

PUBLIC WORKS/SERVICES* 1969
& PARKS DIVISION OF REC & PARKS

PUBLIC WORKS 1979

	WHITE		BLACK		ASIAN		HIS- PANIC		AM. IND.		TOTAL			WHITE		BLACK		ASIAN		HIS- PANIC		AM. IND.		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F		M	F	M	F	M	F	M	F	M	F	M	F
Officials & Administrators:													Officials & Administrators:												
\$2275 Director of Public Works	1									1			\$3900 Director of Public Works	1										1	
1603 Asst. Dir. of Public Works	1									1			2809 Asst. Dir. of Public Works	1										1	
1384 Public Works Mtce. Supt.	1									1			2517 Public Works Mtce. Supt.		1									1	
1032(S)Equipment Shop Supvr.	1									1			2312 Equipment Supt.	1										1	
1318 Electrical Supt.	1									1			2517 Electrical Supt.	1										1	
1032(S)Building Mtce. Supv.	1									1			2158 Building Mtce. Supt.	1										1	
753 Departmental Acct. Officer	1									1			2268 Departmental Admin. Officer	1										1	
1318 Traffic Engineer	1									1			2495 Traffic Engineer	1										1	
1007 Public Works Supv.	2									2			1835 Sr. Public Works Supv.		1									1	
													1835 S/A Sr. Public Works Supv.	1										1	
1111 Electrician Supv.	1									1			1971 Supv. Chief of Party	1										1	
1489 Asst. City Engineer	1									1			2093 Sr. Electrician Supv.					1						1	
959(S)Refuse Coll. Supv.			1							1			2517 Senior Civil Engineer				1							1	
													1835 Refuse Coll. Supv.		2									2	
1775(S)Dir. of Services	1									1															
1224(S)Asst. Dir. of Services	1									1															
Parks													Parks												
1286 { Parks Supt.	1									1			2373 { Parks Supt.	1										1	
1166 { Marina Supt.	1									1			1835 { S/A Marina Supv.	1										1	
914 { Forestry Supv.	1									1			1835 { Forestry Supv.	1	1									1	
914 { Gardener Supv.	1									1			1835 { Sr. Gardener Supv.											1	
870 { Marina Supv.	1									1															
Professional:													Professional:												
1255 Associate Civil Engineer	2									2			2322 Associate Civil Engineer	2										2	
1166 Reg. Asst. Civil Engineer	3						1			4			1971 Assistant Civil Engineer	2										2	
1111 Asst. Civil Engineer	5									5			1971 S/A Engineer	1										1	
Parks													Parks												
959 { Parks Admin. Asst.	1									1			1872 { Associate Admin. Analyst	1										1	
959 { Landscape Architect						1				1															
* (S) = Services Dept.																									

* (S) = Services Dept.

PUBLIC WORKS/SERVICES 1969
& PARKS DIVISION OF REC & PARKS

PUBLIC WORKS 1979

	WHITE	BLACK	ASIAN	HIS- PANIC	AM. IND.	TOTAL		WHITE	BLACK	ASIAN	HIS- PANIC	AM. IND.	TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Technicians:							Technicians:							
\$1032 Sr. Eng. Asst.	1					1	\$1880 Sr. Bldg. Inspector (Hsg.)	1					1	
849 Draftsman	1	2				3	1524 Drafting Technician	1	1	1			1	1
914 Engineering Inspector	2					2	1710 Engineering Inspector	1	1				2	
983 Chief of Party	1					1	1803 Chief of Party	1					1	
959 Radio Technician	2					2	1823 Radio Technician	1	1				2	
892 Traffic Engr. Asst.			1			1	166 Traffic Eng. Asst.			1			1	
Skilled Craft Workers:							Skilled Craft Workers:							
870 Public Works Foreman	4					4	1618 Public Works Supv.	2	2		1		5	
829 Sewer Foreman	3			1		4	1618 S/A Public Works Supv.	1	1				2	
753 S/A Sewer Leadman		2				2	1525 Sewer Mtce. Asst. Supv.		5	1			6	
809 Construction Eq. Opr.	3			1		4	1490 Construction Equip. Opr.		2		1		3	
753 Cement Worker	1	2				3	1484 Cement Worker	1	2				3	
1032 Electrician Foreman	1					1	1953 Electrician Supv.	1					1	
959 Electrician Lineman	3			1		4	1826 Electrician	4	1				5	
849(S)Carpenter	3					3	1553 S/A Electrician Trainee	1					1	
849(S)Painter	1					1	1544 Carpenter	1					1	
							1544 Painter		1	1			1	1
717(S)Construction & Mtce. Man	4					4	1674 Building Mtce. Supv.	1					1	
914(S)Mechanic Foreman	2					2	1544 Building Mtce. Mechanic	2	2				4	
849(S)Welder Mechanic	1					1	1774 Mechanic Supervisor	1		1			2	
849(S)Mechanic	5	1	2	1		9	1644 Welder-Mechanic	1					1	
660(S)Mechanic Helper	1	3				4	1644 Mechanic	5	4	1	1		11	
							1331 Mechanic Helper	1	1				2	
							1331 Equipment Parts Technician	1					1	
Parks							Parks							
829 Tree Topper Foreman	1					1	1525 Tree Topper Supervisor	1					1	
771 Tree Topper	4					4	1408 Tree Topper	2					3	
829 S/A Forestry Trainee Supr.	1					1	1370 Marina Mtce. Worker		1				1	
							1448 Mower Equipment Opr.		1				1	
Parks							1544 Building Mtce. Mechanic		1				1	
753 Marina Mtce. Leadman	1					1								
717 Marina Mtce. Man	2					2								
735 Rosarian	1					1								

PUBLIC WORKS/SERVICES 1969
& PARKS DIVISION OF REC & PARKS

PUBLIC WORKS 1979

		WHITE	BLACK	ASIAN	HIS- PANIC	AM. IND.	TOTAL			WHITE	BLACK	ASIAN	HIS- PANIC	AM. IND.	TOTAL	
		M	F	M	F	M	F			M	F	M	F	M	F	
Service and Maintenance:								Service and Maintenance:								
\$ 790	(S)Asst. Refuse Coll. Supv.	1					1	\$1618	Asst. Refuse Coll. Supv.		3				3	
735	Mechanical Swp. Opr.		1	1		1	3	1483	Mechanical Sweeper Opr.		2				2	
								1483	Prov. Mechanical Sweeper Opr		1				1	
717	Truck Driver	6	4			1	11	1331	Truck Driver		1				1	
717	Skilled Laborer	5	22		1		28	1331	Skilled Laborer	2	15				18	
								1331	S/A Skilled Laborer			1			1	
650	Laborer	4	9				13	1236	Laborer	1	2	8			9	
717	Electrician Helper	2	2				4	1386	Electrician Helper	1	1				1	
717	(S)Refuse Truck Driver		19		2		21	1416	Refuse Truck Driver	1	15		1		17	
666	(S)Refuse Collector		51		2		53	1345	Refuse Collector	1	31				32	
650	(S)Refuse Disposal Laborer		1				1									
634	(S)Janitor Leadman		1				1	1181	S/A Lead Janitor		1				1	
576	(S)Janitor	1	8				9	1101	Janitor		7	1			7	
								1434	S/A Yardmaster	1					1	
829	Traffic Mtce. Foreman	1					1	Parks								
717	Traffic Mtce. Man	2	2				4	1525	Gardener Supervisor			2	1		3	
753	Gardener Foreman	1	1	2			4	1525	S/A Gardener Supervisor						2	
Parks	Gardener	8	3	7	1		19	1290	Gardener	4	1	6	2	1	13	
700	Gardener Trainee		3				3	1178	Gardener Trainee		2	2			2	
590	Tree Trimmer Foreman	1					1	1525	Tree Trimmer Supervisor			1			1	
717	Tree Trimmer	1	1	1			3	1305	Tree Trimmer	1	1		1		3	
717	Truck Driver		2				2	1331	Truck Driver			1			1	
666	Groundskeeper Foreman		1				1	1281	Groundskeeper Supervisor			1			1	
619	Groundskeeper	2	1				3	1212	Groundskeeper	2	3				5	
590	S/A Gardener Trainee Leadman	1					1	1331	Skilled Laborer		1				1	
576	Janitor		1				1	1236	Laborer		1	1			1	
Protective Service Worker:								Protective Service Worker:								
Parks	(S)Watchman		2				2	1101	Security Attendant		1		1		2	
650	Marina Attendant	4					4	1212	Marina Attendant	1	1				2	

PUBLIC WORKS/SERVICES 1969
& PARKS DIVISION OF REC & PARKS

PUBLIC WORKS 1979

										WHITE	BLACK	ASIAN	HIS- PANIC	AM. IND.	TOTAL											WHITE	BLACK	ASIAN	HIS- PANIC	AM. IND.	TOTAL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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SEMI-ANNUAL AFFIRMATIVE ACTION REPORT

July 1, 1980 - December 31, 1980

CITY OF BERKELEY
SEMI-ANNUAL AFFIRMATIVE ACTION REPORT
July 1, 1980 - December 31, 1980

INTRODUCTION

This report is submitted in accordance with Affirmative Action Resolution No. 45,257-N.S. as amended, and includes the following exhibits to support activities occurring during the period July 1, 1980 to December 31, 1980.

Exhibit A-1: Supplemental affirmative action statistics by special salary categories as of December 20, 1980.

Exhibit A-2: A numerical and percentage distribution of City employees by job category, race, sex, and per annum salary as of December 26, 1980.

Exhibit A-3: A numerical distribution of employees by department, race and sex with a 6 month comparison between July 1, 1980 and December 31, 1980.

Exhibit B-1: A list of employment examinations given during the report period by job classification, race and sex, showing the number of applications received, applicants accepted, examined, failing examinations, and the name of applicants placed on employment lists.

SEMI-ANNUAL CHANGES IN CITY-WIDE RACE AND SEX DISTRIBUTION

The period between July 1, 1980 and December 31, 1980 shows a large gain (46) in the number of career employees in the City's work force and a significant increase in both examination and appointment activity, primarily the result of the early adoption of the 1980-81 budget on July 7, 1980, and the termination of the six-month employment freeze. A total of 39 examinations, involving 1990 applicants, were completed during this period, resulting in eligible lists which are very affirmative action representative and from which some outstanding appointments have been made.

We are extremely pleased to report that a sizeable number of the new career appointments made during this six-month period were promotions, thereby, furthering the goal established several years ago to promote from within and to provide employees throughout the City with opportunities for career advancement and growth whenever possible. The 142 career appointments made between July and December 1980, included 60 promotions, 4 reinstatements, and 78 new probationary appointments. The appointments which have particular Affirmative Action significance in furthering the City's equal employment opportunity goals and objectives are listed in the "Highlights" section below.

Your attention is also drawn to Exhibit A-1, the one page Supplemental Affirmative Action Statistical Summary compiled on the basis of salary categories only. We

determined that such an economic profile has great relevance in providing an immediate and comprehensive picture of the City's Affirmative Action status, while also focusing on the areas which appear to require the most study and attention. Within that framework, it must be noted that because the majority of the top salaried positions are located in Police, Fire and Public Works, which have been traditionally staffed by men, achieving parity for women in these departments will be a difficult and long-range task. Moreover, in these departments it has not been easy to make rapid progress even in the appointment of minority men, primarily because since 1977, promotional opportunities for both minority and majority candidates have been reduced due to continuing funding limitations. Nevertheless, all available resources shall be used to correct the disparity in the top salary categories as soon as possible and all appointments at this level will be carefully reviewed and monitored to assure compliance with the goals and objectives in this area.

HIGHLIGHTS

PROMOTIONS:

Officials/Administrators

1 Asian Male from Associate Accountant to Departmental Administrative Officer

Professionals

1 Black Female from Psychiatric Social Worker to Senior Psychiatric Social Worker
1 Asian Male from Associate Internal Auditor to Senior Internal Auditor
1 Black Female from Intermediate Typist Clerk to Financial Advisor
1 Asian Female from Psychiatric Social Worker to Senior Psychiatric Social Worker
1 Asian Female from Senior Clerk to Assistant Administrative Analyst
1 White Female from Intermediate Typist Clerk to Assistant Administrative Analyst
1 Asian Male from Accountant-Internal Auditor to Associate Internal Auditor

Office and Clerical

1 Asian Female from Senior Clerk to Supervising Clerk II
1 Hispanic Female from Intermediate Steno Clerk to Senior Steno Clerk
1 Black Female from Senior Steno Clerk to Administrative Secretary
2 Black Females from Intermediate Typist Clerk to Supervising Clerk I
1 Black Female from Intermediate Typist Clerk to Senior Steno Clerk
1 Asian Female from Intermediate Typist Clerk to Intermediate Steno Clerk
1 Hispanic Male from Offset Machine Operator to Senior Offset Machine Operator
2 Asian Females from Intermediate Account Clerk to Senior Account Clerk
1 Black Female from Intermediate Account Clerk to Senior Account Clerk

Protective Services

1 Black Male from Account Clerk to Police Service Assistant
1 Black Female from Intermediate Typist Clerk to Police Service Assistant

Para-Professionals

1 Hispanic Female from Community Health Worker to Community Health Worker Specialist

APPOINTMENTS:

Officials/Administrators

- 1 Black Male to Deputy Auditor for Payroll Management
- 1 White Female to City Attorney

Professionals

- 1 Hispanic Male to Senior Psychiatric Social Worker
- 3 Black Males to Youth Services Advisor
- 1 Asian Male to Senior Psychiatric Social Worker
- 1 Asian Female to Psychiatric Social Worker
- 1 Hispanic Female to Psychiatric Social Worker
- 1 Hispanic Female to Public Health Nurse
- 1 Black Female to Senior Administrative Analyst
- 1 Black Female to Supervising Librarian
- 1 Hispanic Male to Psychiatric Social Worker

Office and Clerical

- 1 Asian Female to Intermediate Steno Clerk
- 1 White Male to Account Clerk
- 2 Asian Females to Intermediate Typist Clerk

Service and Maintenance

- 1 Black Male to Electrician Helper
- 1 Asian Male to Building Maintenance Mechanic Trainee
- 1 Hispanic Male to Gardener Trainee
- 1 Hispanic Male to Refuse Collector

Protective Services

- 4 White Females to Police Service Assistant
- 1 Hispanic Male to Police Service Assistant
- 1 White Female to Patrol Officer
- 2 White Females to Patrol Officer
- 2 Black Females to Patrol Officer
- 2 Black Males to Patrol Officer
- 1 Asian Male to Patrol Officer
- 1 Asian Female to Parking Enforcement Representative
- 1 Black Male to Police Service Assistant

Para-Professionals

- 1 Black Male to Mental Health Worker

SIGNIFICANT TERMINATIONS

- 1 Black Male - Police Chief
- 1 Asian Male - Assistant Director of Finance

EMPLOYMENT EXAMINATIONS (See Exhibit B-1)

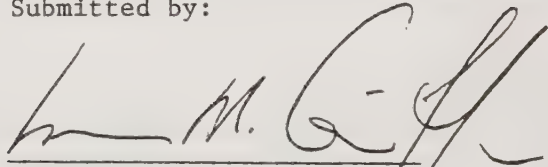
Thirty-nine (39) examinations were completed during this report period, resulting in the establishment of 39 employment eligible lists. Thirty-five (35) were open; 4 were promotional examinations.

Of the 39 examinations completed, 65% of the total applications received were accepted. Of those accepted, 73% were actually tested. Among those tested, 42% were White, 44% Black, 11% Asian, 3% Hispanic, 0% American Indian, and 53% Female.

Of those applicants examined, 22% of the total group failed. Among those failing, 24% were White, 59% Black, 15% Asian, 2% Hispanic, 0% American Indian, and 56% Female.

Finally, 78% of those accepted were successful in placing on the employment lists. Of those placing on employment lists, 48% were White, 39% Black, 10% Asian, 3% Hispanic, 0% American Indian, and 50% Female.

Submitted by:



LENORE M. GRIFFIN
Acting Director of Personnel/
Affirmative Action Officer

2/25/81

CITY OF BERKELEY
SUPPLEMENTAL AFFIRMATIVE ACTION STATISTICS
BY SALARY CATEGORIES AS OF 12/20/80

MONTHLY SALARY ANNUAL SALARY	TOTAL NO. EMPLOYEES	MALE	FEMALE	WHITE	BLACK	ASIAN	SPANISH SURNAME	AMERICAN INDIAN
\$ 864-1,084/mo. or \$10,368-13,008/yr.	42	9 21%	33 79%	18 43%	17 40%	5 12%	2 5%	-- --
\$ 1,085-1,333/mo or \$13,020-15,996/yr.	290	83 29%	207 71%	87 30%	157 54%	29 10%	17 6%	--
\$ 1,334-1,584/mo or \$16,000-19,000/yr.	251	144 57%	107 43%	83 33%	133 53%	22 9%	12 5%	1 .3%
\$ 1,585-1,834/mo or \$19,020-22,008/yr.	232	168 72%	64 28%	106 46%	87 37%	12 5%	20 9%	7 3%
\$ 1,835-2,084/mo or \$22,020-25,000/yr.	205	171 83%	34 17%	132 64%	45 22%	11 5%	16 8%	1 .4%
\$ 2,085-2,500/mo. or \$25,020-30,000/yr.	114 (-35 Police **75(-28 Fire (-12 P.W. 39	91 80%	23 20%	85 75%	21 18%	4 4%	2 1.5%	2 1.5%
\$ 2,501/mo. and up or \$30,012/yr. and up	59 (-11 Police **29(-10 Fire (- 9 P.W. 30	49 83%	10 17%	47 80%	8 14%	1 1.5%	1 1.5%	2 3%
TOTAL	1,193	715	478	558	468	84	70	13
CAREER EMPLOYEES*		60%	40%	47%	39%	7%	6%	1%

*Hourly paid employees (seasonal, intermittent, temporary) are not included in this report.

** Denotes number of employees in these categories who are occupying classified positions in the uniformed safety service (Police and Fire) and in the traditionally male occupied classifications in Public Works.

DATE 12/26/80

AFFIRMATIVE ACTION REPORT FOR QUARTER ENDING 12/31/80

SALARIED EMPLOYEES EXCLUDING CETA & PROV. BENEFITS

OCCUPATIONAL CLASSIFICATION	CITY WIDE		WHITE		BLACK		ASIAN		HISPANIC		AMER. INDIAN		TOT. EMP.	TOTAL	
	MALE NBR P/C	FEMALE NBR P/C	MALE NBR P/C	FEMALE NBR P/C	MALE NBR P/C	FEMALE NBR P/C	MALE NBR P/C	FEMALE NBR P/C	MALE NBR P/C	FEMALE NBR P/C	MALE NBR P/C	FEMALE NBR P/C		MALE P/C	FEMALE P/C
OFFICIALS/ADM. * SALARY RANGE *	39* 42	16* 17	24* 26	6* 6	3* 3	1* 1	3* 3	*	1* 1	*			53*	70*	75
16,000 - 24,999	4 18	2 9	11 50	4 16		1 5							22	15	68
25,000 - OVER	35 49	14 20	13 18	2 3	3 4		3 4		1 1				71	55	77
PROFESSIONALS * SALARY RANGE *	35* 20	50* 29	15* 11	34* 20	8* 5	18* 10	3* 2	4* 2	*		1* 1		172*	65*	38
8,000 - 9,999	1 14	3 43		1 14		1 14	1 14						7	2	29
10,000 - 12,999	1 17	4 67		1 17									6	1	17
13,000 - 15,999	1 7	3 21	5 36	3 21		1 7	1 7						14	7	50
16,000 - 24,999	18 15	34 29	14 12	24 21	6 5	15 13	1 1	4 3			1 1		117	39	33
25,000 - OVER	14 50	5 21		5 18	2 7	1 4							28	16	57
TECHNICIANS * SALARY RANGE *	21* 50	6* 14	7* 17	3* 7	2* 5	2* 5	1* 2	*	*		*		42*	31*	74
8,000 - 9,999				1 50		1 50							2		2 100
13,000 - 15,999	1 33	1 33	1 33										3	2	67
16,000 - 24,999	18 48	5 15	6 18	2 6	2 6	1 3	1 3						33	25	76
25,000 - OVER	4 100												4	4	100
OFFICE-CLERICAL * SALARY RANGE *	12* 5	89* 35	10* 4	56* 38	3* 1	30* 12	1*	10* 4	*		*		251*	26*	10
4,000 - 5,999				1 100									1		1 100
6,000 - 7,999	2 17	8 67				2 17							12	2	17
8,000 - 9,999	1 17	2 33				1 17		2 33					6	1	17
10,000 - 12,999	3 8	15 38	2 5	12 31	1 3	3 3		3 8					39	6	15
13,000 - 15,999	4 3	39 28	8 6	69 49	2 1	15 11		4 3					141	14	10
16,000 - 24,999	2 4	25 48		14 27		9 17	1 2	1 2					52	3	6
SKILLED-CRAFT * SALARY RANGE *	30* 42	2* 3	28* 39	*	4* 6	1* 1	6* 8	*	*		*		71*	62*	56
13,000 - 15,999						1 100							1		1 100
16,000 - 24,999	29 42	2 3	28 41		4 6		6 9						69	67	97
25,000 - OVER	1 100												1	1	100
SERVICE-MAINT. * SALARY RANGE *	18* 10	9* 5	113* 65	19* 11	8* 5	1* 1	7* 4	*	*		*		175*	146*	83
4,000 - 5,999				1 100									1		1 100
6,000 - 7,999	1 25	1 25		2 50									4	1	25
8,000 - 9,999				1 100									1		1 100
10,000 - 12,999				1 100									1		1 100
13,000 - 15,999	6 13	6 13	18 38	13 28	2 4	1 2	1 2						47	27	57
16,000 - 24,999	10 8	2 2	95 79	1 1	6 5		6 5						120	117	98
25,000 - OVER	1 100												1	1	100
PROTECTIVE-SER. * SALARY RANGE *	195* 63	14* 5	58* 19	10* 3	14* 5	1*	18* 6	*	*		*		310*	285*	92
13,000 - 15,999	1 7	2 14	2 14	6 43	1 7	1 7	1 7						14	5	36
16,000 - 24,999	130 59	12 5	48 22	4 2	13 6		15 7						222	206	93
25,000 - OVER	64 86		8 11				2 3						74	74	100
PARA-PROFESS. * SALARY RANGE *	10* 13	20* 25	8* 10	28* 35	3* 4	2* 3	2* 3	7* 9	*		*		80*	23*	29
6,000 - 7,999	1 33	1 33						1 33					3	1	33
8,000 - 9,999				1 100									1		1 100
10,000 - 12,999		5 83											6		83
13,000 - 15,999	1 4	5 19	2 7	13 48	2 7			1 17					27	5	19
16,000 - 24,999	8 19	9 21	6 14	14 33	1 2	2 5	2 5	4 15					43	17	40
*** TOTAL ***	360* 30	206* 17	267* 22	196* 16	45* 4	56* 5	41* 3	21* 2	1*		1*		1154*	714*	60

AFFIRMATIVE ACTION TARGET GROUP
NUMERICAL AND SEX DISTRIBUTION
July 1, 1980 - December 31, 1980

DEPARTMENT TOTALS				
AUDITOR				
	7/1/80		12/31/80	
	M	F	M	F
W	-	9	-	8
B	1	-	-	-
A	1	1	2	1
H	-	1	-	1
AI	-	-	-	-
T	2	11	3	10

CITIZEN'S ASSISTANT				
W	-	-	-	1
B	1	-	1	-
A	-	-	-	-
H	-	-	-	-
AI	-	-	-	-
T	1	-	1	1

CITY CLERK				
W	-	5	-	6
B	-	1	-	1
A	-	2	-	-
H	-	-	-	-
AI	-	-	-	-
T	-	8	-	7

CITY MANAGER				
W	10	19	12	18
B	17	47	21	59
A	4	6	4	6
H	1	-	1	1
AI	-	-	-	-
T	32	72	38	84

DEPARTMENT TOTALS				
COMPREHENSIVE				
	7/1/80		12/31/80	
	M	F	M	F
W	4	3	4	3
B	-	3	-	3
A	-	-	-	-
H	-	-	-	-
AI	-	-	-	-
T	4	6	4	6

FINANCE				
W	12	15	14	15
B	16	15	16	17
A	3	8	3	9
H	3	2	3	1
AI	-	-	-	-
T	34	40	36	42

FIRE				
W	113	5	110	5
B	29	2	27	2
A	5	4	4	4
H	7	-	7	-
AI	1	-	1	-
T	155	11	149	11

HOUSING AND DEVELOPMENT				
W	25	22	23	23
B	13	20	12	20
A	4	4	4	5
H	4	2	4	1
AI	-	-	-	-
T	46	48	43	49

DEPARTMENT TOTALS				
LEGAL				
	7/1/80		12/31/80	
	M	F	M	F
W	1	2	-	2
B	-	1	-	1
A	1	-	-	-
H	-	-	-	-
AI	-	-	-	-
T	2	3	-	3

LIBRARY				
W	9	33	10	42
B	6	10	5	12
A	1	9	1	10
H	1	3	1	3
AI	-	1	-	-
T	17	56	17	67

PERSONNEL				
W	1	6	1	5
B	1	3	1	4
A	-	4	-	3
H	-	-	-	-
AI	-	-	-	-
T	2	13	2	12

POLICE				
W	108	25	107	26
B	38	21	35	24
A	11	6	10	7
H	10	3	12	2
AI	-	-	-	-
T	167	55	164	59

DEPARTMENT TOTALS				
PUBLIC HEALTH				
	7/1/80		12/31/80	
	M	F	M	F
W	13	35	14	35
B	4	40	4	42
A	5	9	4	9
H	-	9	2	10
AI	-	1	-	1
T	22	94	24	97

PUBLIC WORKS				
W	62	18	65	17
B	135	9	144	11
A	11	1	13	2
H	9	2	11	2
AI	-	-	-	-
T	217	30	233	32

CITY-WIDE TOTALS				
	7/1/80		12/31/80	
	M	F	M	F
W	358	197	360	206
B	261	172	267	196
A	46	54	45	56
H	35	22	41	21
AI	1	2	1	1
T	701	447	714	480

GRAND TOTAL				
W	555	566		
B	433	463		
A	100	101		
H	57	62		
AI	3	2		
T	1,148	1,194		

July 1, 1980 - December 31, 1980

(P) = Promotional

(P) = Promotional		APPLICATIONS RECEIVED	APPLICATIONS ACCEPTED	EMPLOYMENT EXAMINATIONS																								Page 1	
				APPLICANTS EXAMINED							APPLICANTS FAILED							APPLICANTS ON EMPLOYMENT LIST											
				TOTAL	M	F	W	B	A	H	AI	TOTAL	M	F	W	B	A	H	AI	TOTAL	M	F	W	B	A	H	AI		
Programmer Analyst	13	6	2	2		1		1										2	2		1		1						
Patrol Officer	162	126	65	51	14	34	21	4	6		12	6	6	2	10			53	45	8	32	11	4	6					
Police Trainee	44	42	28	19	9	10	12	5	1		7	3	4		6	1		21	16	5	10	6	4	1					
Intermediate Steno Clerk	8	8	6		6	2	3	1										6		6	2	3	1						
Intermediate Typist Clerk	118	94	75	4	71	19	51	5			31		31	5	25	1		44	4	40	14	26	4						
Aquatics Coordinator	4	4	4	2	2	4					1	1		1				3	1	2	3								
Account Clerk	152	148	108	29	79	33	60	14	1		45	12	33	8	31	6		62	16	46	24	29	8	1	-62-				
Engineering Inspector	16	10	6	5	1	3	1	2										6	5	1	3	1	2						
Intermediate Account Clerk	82	67	48	8	40	16	25	6	1		14	2	12	3	10	1		34	6	28	13	15	5	1					
Community Services Specialist	97	38	33	16	17	20	13				2	1	1	1	1			31	15	16	19	12							
Leased Housing Technician (P)	7	5	3	1	2		2	1										3	1	2		2	1						
Gardener Trainee (P)	7	2	2	1	1	1	1											2	1	1	1	1							
Intermediate Steno Clerk	1	1	1		1	1												1		1	1								
Dir. of Housing & Development	156	16	16	14	2	10	5		1		5	4	1	4	1			11	10	1	6	4		1					
Library Assistant	98	31	25	4	21	16	5	4			6		6	2	1	3		19	4	15	14	4	1						
Sr. Public Health Nutritionist	3	3	2		2	2												2		2	2								
Deputy Fire Chief (P)	3	3	3	3		2				1								3	3		2				1				

EMPLOYMENT EXAMINATIONS

July 1, 1980 - December 31, 1980

Exhibit B-1

Page 2

	APPLICATIONS RECEIVED	APPLICATIONS ACCEPTED	EMPLOYMENT EXAMINATIONS																								Exhibit B-1	
			July 1, 1980 - December 31, 1980																								Page 2	
			APPLICANTS EXAMINED									APPLICANTS FAILED									APPLICANTS ON EMPLOYMENT LIST							
	TOTAL	M	F	W	B	A	H	AI	TOTAL	M	F	W	B	A	H	AI	TOTAL	M	F	W	B	A	H	AI				
Librarian	81	71	64	17	47	47	9	6	2		2	1	1	2				62	16	46	45	9	6	2				
Intermediate Typist Clerk	47	35	26		26	5	21				9		9	1	8			18		18	4	14						
Associate Internal Auditor	36	27	17	12	5	5	1	11			4	4		1		3		13	8	5	4	1	8					
Offset Machine Operator	32	25	20	15	5	3	12	3	2		6	3	3		5		1	14	11	3	3	7	3	1				
Tree Topper	34	8	5	5		3	2				1		1		1			3	3		3							
Lead Janitor (P)	6	5	4	3	1		4											4	3	1		4						
Psychiatric Social Worker	68	66	52	10	42	39	3	6	4		1	1		1				51	10	41	38	3	6	4	3			
Supervising Librarian	34	32	26	3	23	23	3				4	3	1	4				22	1	21	19	3						
City Attorney	48	24	22	18	4	16	4	2			16	14	2	12	2	2		5	3	2	4	1						
Public Health Nurse	29	27	25	2	23	15	7	2	1									25	23	2	15	7	2	1				
Deputy Auditor for Payroll Management	32	12	9	3	6	3	4	2			3	1	2	1	1	1		6	2	4	2	3	1					
Electrician Helper	140	104	67	62	5	14	32	20	1		22	20	2	1	9	12		45	42	3	23	13	8	1				
Senior Field Representative	24	18	14	12	2	4	10											14	12	2	4	10						
Laborer	142	85	68	66	2	4	56	2	6		13	13			9	1	3	55	53	2	4	47	1	3				
Field Representative	40	27	21	12	9	3	17	1										21	12	9	3	17	1					
Public Health Educator	31	27	18	4	14	12	5	1			2	1	1	1	1			16	3	13	11	4	1					
Nurse Practitioner	11	9	7		7	5	2											7		7	5	2						

July 1, 1980 - December 31, 1980

	APPLICATIONS RECEIVED	APPLICATIONS ACCEPTED	APPLICANTS EXAMINED										APPLICANTS FAILED							APPLICANTS ON EMPLOYMENT LIST						
			TOTAL	M	F	W	B	A	H	AI	TOTAL	M	F	W	B	A	H	AI	TOTAL	M	F	W	B	A	H	AI
Data Entry Operator	27	19	9		9		8		1		2		2		2				7		7		6		1	
Design Advisor	21	12	11	11		6	2	3			1	1				1			10	10		6	2	2		
PSA Jailer	72	34	21	14	7	3	16	1	1		2	1	1		2				19	13	6	3	14	1	1	
Marina Supervisor	10	5	5	5		4	1												5	5		4	1			
Assistant Dir. Of Finance	54	21	14	12	2	10	2	1	1		1	1		1					13	11	2	10	2	1		
TOTALS	1990	1297	952	445	507	398	420	103	28	1	212	93	119	51	125	32	4	0	738	370	368	357	284	72	24	1



City of Berkeley
Personnel Department
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LENORE M. GRIFFIN
Director of Personnel, Acting
Affirmative Action Officer
1977-1981

